

**AMENDED AGENDA  
REGULAR CITY OF TILLAMOOK COUNCIL MEETING  
~ MONDAY, FEBRUARY 6, 2012 AT 7:00 P.M. ~  
TILLAMOOK CITY HALL, 210 LAUREL AVENUE  
[www.tillamookor.gov](http://www.tillamookor.gov)**

**5:00 P.M. EXECUTIVE SESSION:** Pending Litigation

**6:00 P.M. WORKSHOP:** System Development Charge Basics – John Ghilarducci, FCS Group

**7:00 P.M. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MINUTES:** June 7, 2010

July 19, 2010

September 6, 2011

September 19, 2011

October 3, 2011

October 17, 2011

January 17, 2012

**PRESENTATIONS**

**CITIZENS HEARING/AUDIENCE COMMENTS** – Non Agenda Items

(This is the time reserved for citizens to address the Council on matters related to city government and properly the object of Council consideration. Time is limited to five (5) minutes for each speaker, unless the Council decides prior to the citizen hearings period to allocate more or less time. The purpose of the citizen hearings period is to provide citizens an opportunity to be heard by the council, primarily on issues not on the agenda).

**PENDING BUSINESS:**

1. 2012 Standing Committee Appointments
2. Concept for “Centerpiece Park” (sketch in Council Chamber)

**NEW BUSINESS:**

1. City of Tillamook Hazard Mitigation Plan Update – Vicki Goodman, VLG Consulting
2. Volunteer Application
3. Set Beautification Meeting and Playground Grand Opening
4. Set Personnel Committee Meeting
5. Set Public Works Committee Meeting

**LEGISLATIVE:**

1. Resolution 1597 – Concerning the Adoption of the City of Tillamook Multi-Jurisdictional Natural Hazard Mitigation Plan

2. Resolution 1598 – Concerning the Adoption of the City of Tillamook Local Natural Hazard Mitigation Plan
3. Resolution 1599 – Municipal Court Fees

**COUNCIL CONCERNS – Non-Agenda Items**

**MONTHLY REPORTS:**

1. City Planner
2. Public Works Director
3. Police Chief
4. Municipal Court
5. Mayor – verbal report

**COMMITTEE REPORTS:**

1. Personnel Committee
2. Holden Creek Group

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:**

1. David & Doris Mast Letter Regarding PUD Transmission Lines
2. TRT Quarterly Report

**AUTHORIZATION TO PAY BILLS**

**ADJOURNMENT**

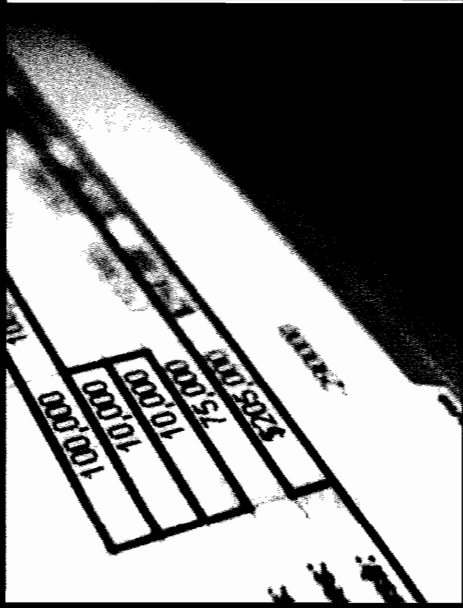
**THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

**City Meetings coming up in February 2012 at City Hall:**

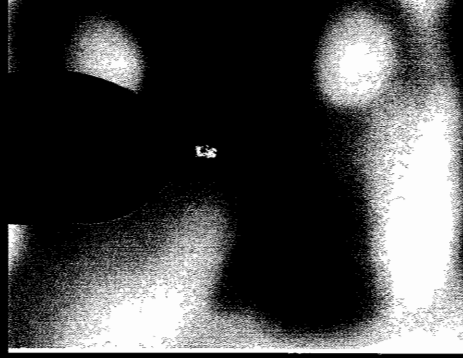
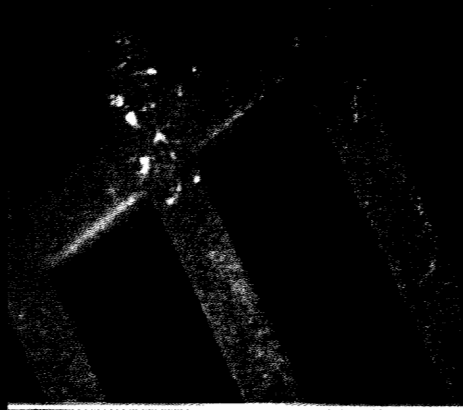
1. City Council: Tuesday, February 21, 2012 @ 7:00 p.m.
2. Tillamook Urban Renewal Agency (TURA): February 8, 2012 @ 5:30 p.m.

**POSTED: February 2, 2012**

City Hall \* Tillamook County Courthouse \* Tillamook Fire District \* Tillamook County Library



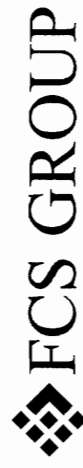
City of Tillamook



# System Development Charge Basics

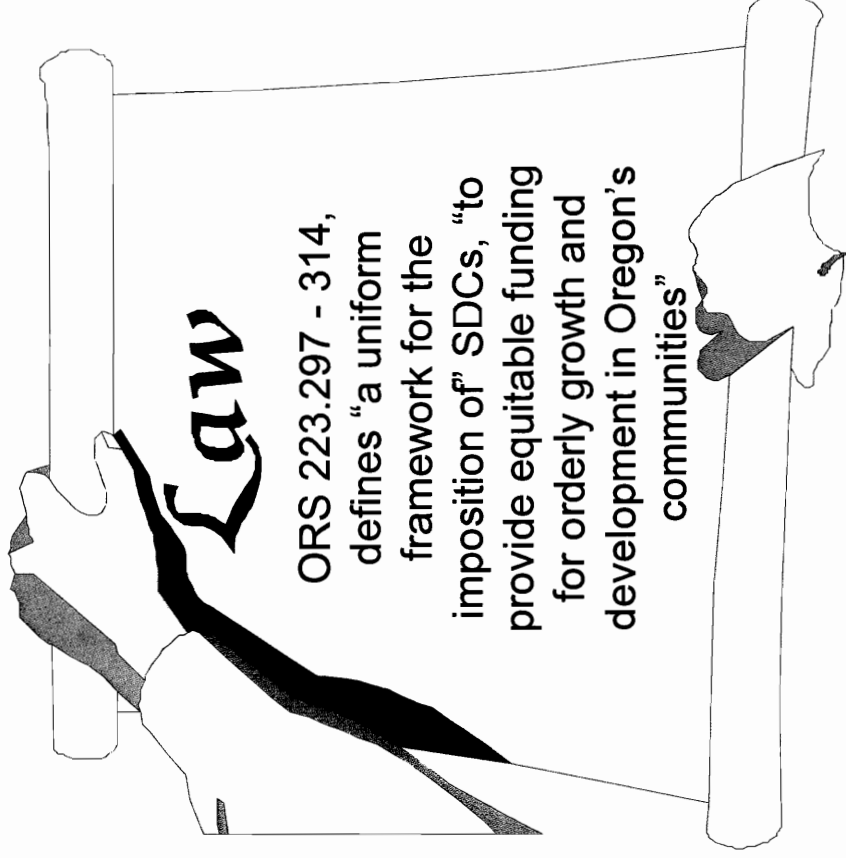
By John Ghilarducci

February 6, 2012



7525 166<sup>th</sup> Ave NE, Suite D-215, Redmond, WA 98052 ■ 425-867-1802

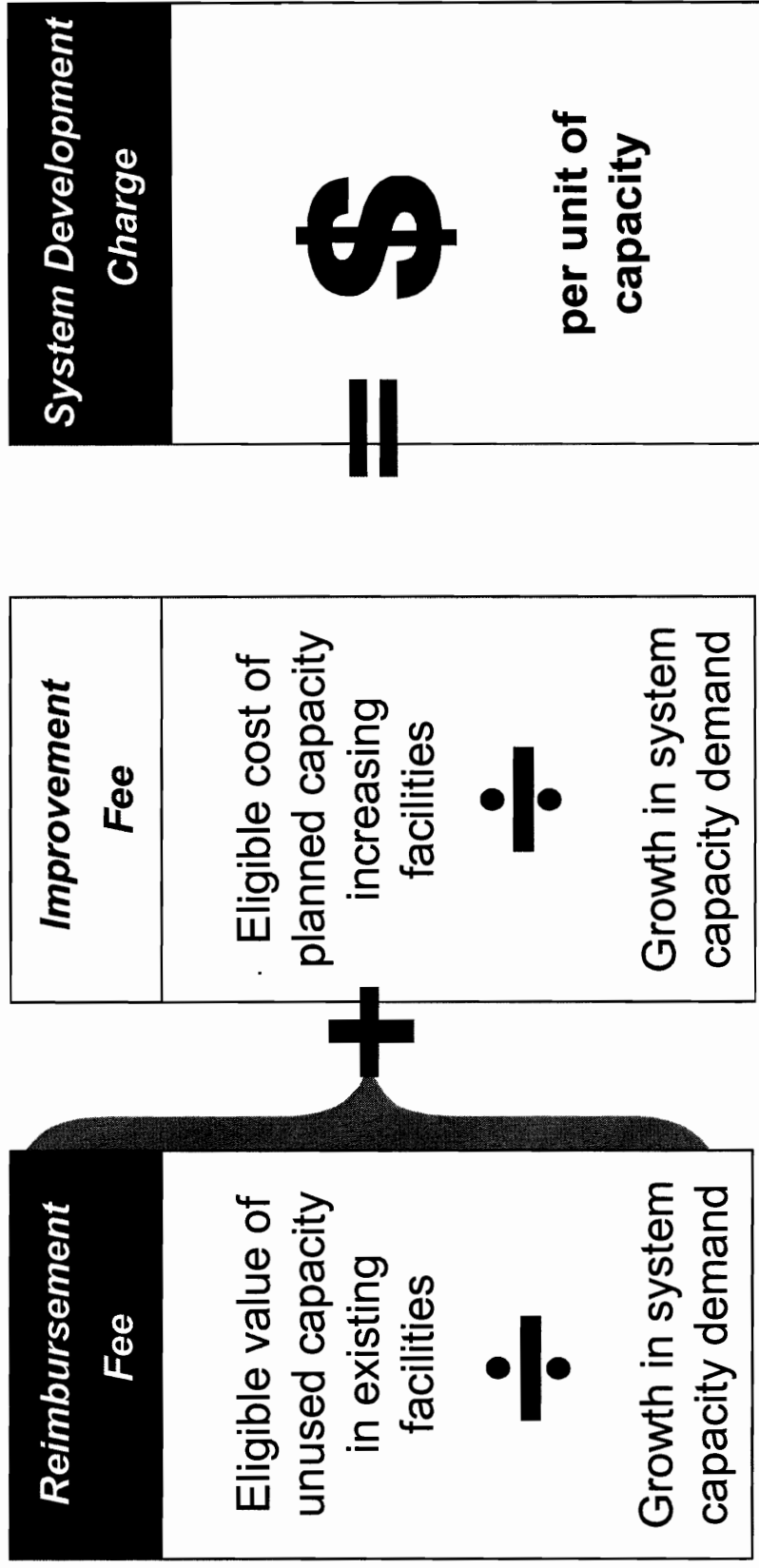
# SDC Background



## Key Characteristics

1. SDCs are one-time charges, not ongoing rates.
2. SDCs are for capital only, in both their calculation and in their use.
3. Properties which are already developed do not pay SDCs unless they "redevelop".
4. SDCs include both future and existing cost components.
5. SDCs are for general facilities, not "local" facilities.

# SDC Methodology



# Reimbursement Fee

**223.304 Determination of amount of system development charges; methodology; credit allowed against charge; limitation of action contesting methodology for imposing charge; notification request.**

**(1)(a) Reimbursement fees** must be established or modified by ordinance or resolution setting forth a methodology that is, when applicable, based on:

- (A) Ratemaking principles employed to finance publicly owned capital improvements;
- (B) Prior contributions by existing users;
- (C) Gifts or grants from federal or state government or private persons;

(D) The value of unused capacity available to future system users or the cost of the existing facilities; and

(E) Other relevant factors identified by the local government imposing the fee.

(b) The methodology for establishing or modifying a reimbursement fee must:

(A) Promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.

(B) Be available for public inspection.

✓ *Reimbursement fee methodology*

✓ *Cost to serve*

✓ *Unused capacity only*

# Improvement Fee

## (2) **Improvement fees** must:

(a) Be established or modified by ordinance or resolution setting forth a methodology that is available for public inspection and demonstrates consideration of:

(A) The projected cost of the capital improvements identified in the plan and list adopted pursuant to ORS 223.309 that are needed to increase the capacity of the systems to which the fee is related; and

(B) The need for increased capacity in the system to which the fee is related that will be required to serve the demands placed on the system by future users.

(b) Be calculated to obtain the cost of capital improvements for the projected need for available system capacity for future users.

(3) A local government may establish and impose a system development charge that is a combination of a reimbursement fee and an improvement fee, if the methodology demonstrates that the charge is not based on providing the same system capacity.

✓ *Improvement fee methodology*

✓ *“Demonstrates” is new language*

✓ *Growth-related capacity only*

✓ *No double charging*

# SDC Credits

Credits against the improvement fee must be provided for the construction of a capital improvement, which is:

- ✓ required as a condition of development,
- ✓ identified in an adopted capital facilities plan, and
- ✓ is either off-site or, if on-site, is required to provide more capacity than needed by the development in question.





# Credit Requirements

(4) The ordinance or resolution that establishes or modifies an improvement fee shall also provide for a **credit** against such fee for the construction of a qualified public improvement. A “qualified public improvement” means a capital improvement that is required as a condition of development approval, identified in the plan and list adopted pursuant to ORS 223.309 and either:

- (a) Not located on or contiguous to property that is the subject of development approval; or
  - (b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
- (5)(a) The credit provided for in subsection (4) of this section is only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements under subsection (4)(b) of this section may be granted only for the cost of that portion of such improvement that exceeds the local government’s minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under subsection (4)(b) of this section.

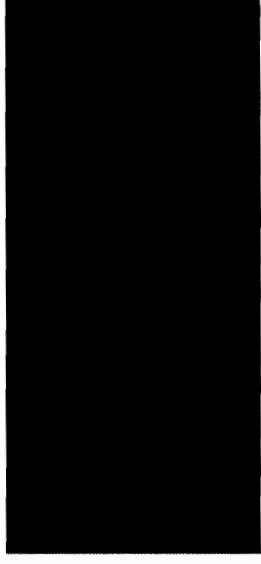
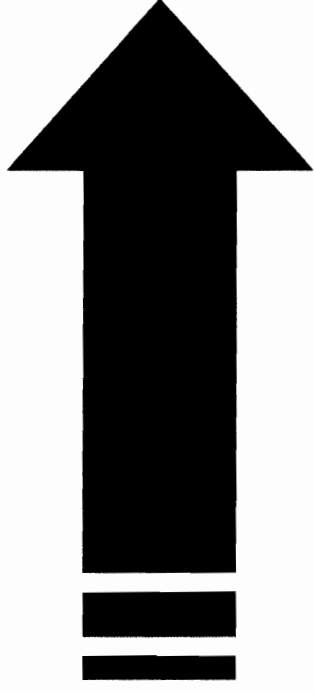
✓ *Credits*

# Credit Requirements, continued

- (b) A local government may deny the credit provided for in subsection (4) of this section if the local government demonstrates:
  - (A) That the application does not meet the requirements of subsection (4) of this section; or
  - (B) By reference to the list adopted pursuant to ORS 223.309, that the improvement for which credit is sought was not included in the plan and list adopted pursuant to ORS 223.309.
  - (c) When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project. **This subsection does not prohibit a local government from providing a greater credit, or from establishing a system providing for the transferability of credits, or from providing a credit for a capital improvement not identified in the plan and list adopted pursuant to ORS 223.309, or from providing a share of the cost of such improvement by other means, if a local government so chooses.**
    - (d) Credits must be used in the time specified in the ordinance but not later than 10 years from the date the credit is given.

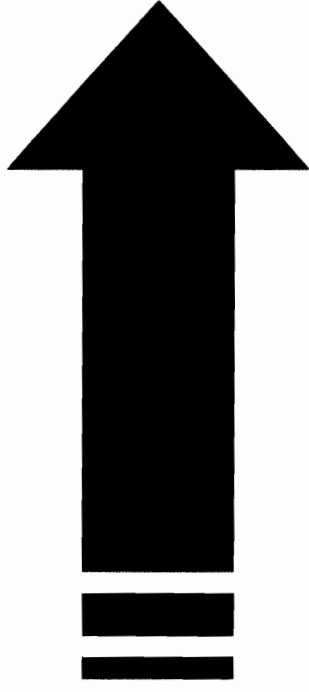
✓ *Many local governments far exceed minimum requirements*

# Uses of SDC Receipts



*Improvement Fee*

Capacity-increasing  
facilities only

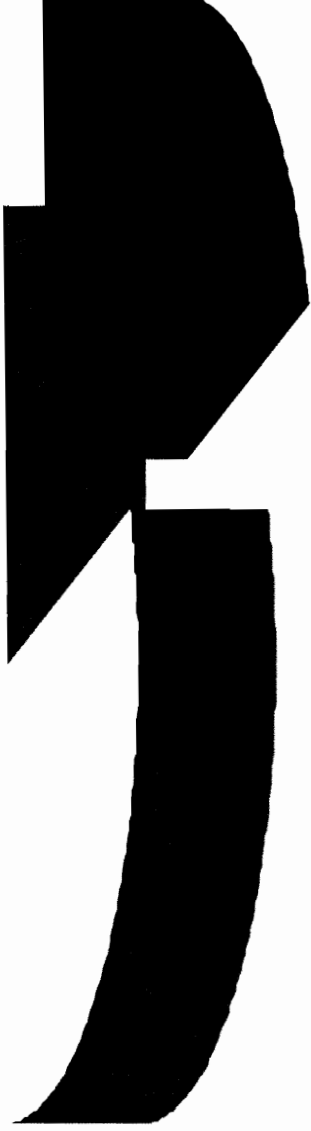


# Reimbursement Fee Cost Basis

## Sample Existing Facilities Cost

reimbursement fee eligible

Serving Existing Customers



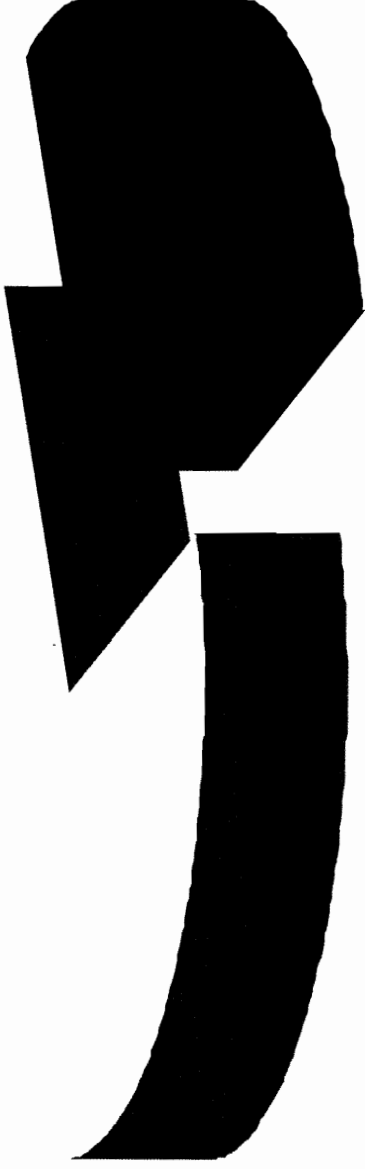
Unused Capacity

# Improvement Fee Cost Basis

## Sample Planned Capital Costs

improvement fee eligible

To Serve Existing Customers



Capacity Increasing

# Sample Calculation

## Capacity Analysis

Projected Growth	25,371	Meter Equivalents
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## Reimbursement Fee Calculation

Allocable Unused Capacity Cost	\$ 50,457,148	
Reimbursement Fee	\$ 1,989	per Meter Equivalent

## Improvement Fee Calculation

Capacity Increasing Project Costs	\$ 23,377,655	
Improvement Fee	\$ 921	per Meter Equivalent

# Sample Calculation

## System Development Charge

Reimbursement Fee \$ 1,989 per ME

Improvement Fee 921 per ME

Subtotal \$ 2,910 per ME

plus: Administrative Cost Recovery 0.6828% \$ 19.87 per ME

Total Water SDC \$ 2,930 per ME

*The average single-family residence has a 5/8" x 3/4" meter, or 1.0 ME.*

# Sample Calculation

Meter Size	Flow Factor	SDC
5/8" x 3/4"	1.0	\$ 2,930
3/4"	1.5	4,395
1"	2.5	7,325
1 1/2"	5.0	14,650
2"	8.0	23,440
3"	16.0	46,880
4"	25.0	73,250
6"	50.0	146,500
8"	80.0	234,400
10"	115.0	336,950



# Reimbursement Fee Cost Basis

	Original Cost [1]	Unused Capacity [2]	Allocable Cost
Source / Supply	\$ 21,328,951	57%	\$ 12,086,405
Diversion	1,036,763	57%	587,499
Treatment	4,686,673	0%	-
Transmission - Non-Tunnel	11,299,683	28%	3,138,801
Transmission - Tunnel	1,110,385	10%	114,867
Distribution	19,796,333	57%	11,217,922
Meters & Services	3,774,846	0%	-
Hydrants	2,238,196	57%	1,268,311
Water Rights	14,436	57%	8,180
General Plant	1,556,514	44%	677,619
plus: Recently Completed Treatment Projects	30,000,000	100%	30,000,000
Subtotal	\$ 96,842,780	61%	\$ 59,099,605
less: Contributions In Aid of Construction	14,161,848	61%	8,642,458
Allocable Unused Capacity	\$ 82,680,932		\$ 50,457,148

## NOTES:

[1] Source: Fixed Asset Summary. Water Division. February 28, 2011.

[2] Unused capacity percentage determined by current max day demand (13 MGD), total asset capacity, and future max day demand (30 MGD).

# Allocation Factors

Asset	Volume	Classification
Current Maximum Day Water Demand (MGD)	13.00	
Current Supply Capacity, including reservoir (MGD)	30.00	Supply
Current Water Treatment Capacity (MGD)	22.00	Treatment
Water Treatment Capacity Before Upgrade (MGD)	13.30	Treatment
Current Maximum Day Water Demand (MGD)	13.00	
Current Water Transmission Capacity (MGD)	18.00	Non-Tunnel
Current Transmission Capacity - Tunnel (MGD)	14.50	Tunnel
Future Maximum Day Water Demand (MGD)	30.00	

Asset Type	Unused Capacity Percentages	
Source of Supply	56.7%	1 - (Current Maximum Day Water Demand / Current Supply Capacity)
Diversion	56.7%	1 - (Current Maximum Day Water Demand / Future Maximum Day Water Demand)
1977 Treatment Plant	0.0%	No unused capacity in 1977 plant assets.
Recent Treatment Plant Upgrade	100.0%	(Current WTP Capacity - Previous WTP Capacity) / (Current WTP Capacity - Current MDD)
Transmission	27.8%	1 - (Current Maximum Day Water Demand / Current Transmission Capacity)
Transmission - Tunnel	10.3%	1 - (Current Maximum Day Water Demand / Current Transmission Capacity - Tunnel)
Distribution	56.7%	1 - (Current Maximum Day Water Demand / Future Maximum Day Water Demand)
Hydrants	56.7%	1 - (Current Maximum Day Water Demand / Future Maximum Day Water Demand)
Water Rights	56.7%	Assumed to serve growth through year 2030
General Plant	43.5%	Weighted-average unused capacity cost of all other assets

# Improvement Fee Cost Basis

	Project Cost [1]	% Capacity Increasing [2]	Allocable Cost
Replacement Pipe - Diversion Line	\$ 460,062	56.7%	\$ 260,702
Treatment Improvements	7,173,019	86.1%	6,173,019
Transmission Improvements	22,506,500	63.0%	14,178,350
Distribution Mains	8,875,072	9.7%	858,830
Transportation (Vehicle) Costs	2,803,780	55.1%	1,544,609
Buildings & Grounds Improvements	2,000,000	18.1%	362,146
<b>Subtotal</b>	<b>\$ 43,818,433</b>		<b>\$ 23,377,655</b>
<b>Allocable Capacity Increasing Cost</b>			<b>\$ 23,377,655</b>

## NOTES:

[1] Source: FY 2011 Final Water Capital Budget. Inflation removed from finalized project costs. Provides capacity for 2030 maximum day demand: 30 MGD.

[2] Projects that replace system assets that provide capacity to build-out are assigned a growth allocation proportionate to its share of the future population base: 56.7%.

Treatment - Current capacity: 22 MGD. Current max day demand: 13 MGD. Post-project capacity: 30 MGD. 100% growth allocation (excluding Filter 1-4 Replacement).

Transmission - Zone 2 projects. 100% capacity provided for growth.

Transmission - 16" Transmission Main Replacement. Current capacity: 18 MGD. Post-project capacity: 30 MGD. Growth = 1 - 18/30 = 40%

Distribution Mains - Various Main Replacements. Partial increase in capacity for growth to 30 MGD max day demand, based on improved pipe sizes and 8" existing need.

Distribution - All Other. Provide no additional capacity for growth as capacity for build-out development will be provided by Various Water Main Replacements project.

# Project List Detail

Project Title	Project Cost	% Capacity Increasing	SDC Eligible Cost
<b>Diversion/Outlet</b>			
Replacement Pipe - Diversion Line	\$ 460,062	56.7%	\$ 260,702
<b>Treatment</b>			
WTP Expansion Construction	\$ 1,000,000	100.0%	\$ 1,000,000
WTP Engineering Svcs During Construction	\$ 400,000	100.0%	\$ 400,000
WTP Filters 1-4 Filter Media Replacement	\$ 1,000,000	0.0%	
WTP C12 Generator Unit #2			
WTP Filter 7 & 8, GT2 Pre-Design Study	\$ 25,000	100.0%	\$ 25,000
WTP Filter 7 & 8, GT2 Permitting	\$ 25,000	100.0%	\$ 25,000
WTP Filter 7 & 8, GT2 Construction	\$ 2,700,000	100.0%	\$ 2,700,000
WTP Filter 7 & 8, GT2 Eng. Svcs Construction	\$ 300,000	100.0%	\$ 300,000
WTP - Equipment	\$ 1,723,019	100.0%	\$ 1,723,019
<b>Transmission</b>			
Pressure Zone 2 Land Acquisition			
Pressure Zone 2 Pump Station Design	\$ 160,500	100.0%	\$ 160,500
Pressure Zone 2 Pump Station Construction	\$ 575,000	100.0%	\$ 575,000
Pressure Zone 2 16" Pipe	\$ 1,080,000	100.0%	\$ 1,080,000
Pressure Zone 2 Svc. Reservoir #1 (1.65 MG)	\$ 2,250,000	100.0%	\$ 2,250,000
Pressure Zone 2 Svc. Reservoir #2 (1.65 MG)			
Pressure Zone 2 Additional Pump			
Trans. Main Tunnel Design/Permit	\$ 150,000	100.0%	\$ 150,000
Trans. Main Tunnel Construction	\$ 1,500,000	100.0%	\$ 1,500,000
16" Trans. Main Replacement Design/Permit: 14.5 mgd current, 30 future	\$ 560,000	51.7%	\$ 289,333

# Project List Detail

Project Title	Project Cost	% Capacity Increasing	SDC Eligible Cost
16" Trans. Main Replacement Construction: 14.5 mgd current, 30 future	\$ 15,381,000	51.7%	\$ 7,946,850
Raw Water Trans. Main Design/Permit: 22 mgd current, 30 future	\$ 100,000	26.7%	\$ 26,667
Raw Water Trans. Main Construction: 22 mgd current, 30 future	\$ 750,000	26.7%	\$ 200,000
Pressure Zone 1 Svc. Reservoir #5 (10.5 MG)			
<b>Distribution Mains</b>			
East Side Feeder Design	\$ 245,009	0.0%	
East Side Feeder Construction	\$ 3,079,060	0.0%	
Various Water Main Replacements: 8" existing need, capacity analysis	\$ 4,370,363	14.1%	\$ 617,997
Meters 5/8"x3/4" - 700	\$ 412,160	0.0%	
Hydrants - 10	\$ 343,480	0.0%	
Water Master Plan Update: 13 mgd current, 30 mgd future	\$ 425,000	56.7%	\$ 240,833
<b>Transportation</b>			
Pipe Truck #306 replace w/ Excavator	\$ 70,000	56.7%	\$ 39,667
Replace 5T Forklift #338 -- 40% water share	\$ 30,000	22.7%	\$ 6,800
Replace SUV #567	\$ 25,000	56.7%	\$ 14,167
Purchase Vac Truck -- 40% water share	\$ 100,000	22.7%	\$ 22,667
Replace Tanker Truck #562	\$ 60,000	56.7%	\$ 34,000
Various Vehicle Replacements/Additions	\$ 2,518,780	56.7%	\$ 1,427,309
<b>Facility</b>			
Buildings & Grounds: 32% water sq. ft. (40% of non-admin), 20% admin	\$ 2,000,000	18.1%	\$ 362,146
<b>Total</b>	<b>\$ 43,818,433</b>	<b>53%</b>	<b>\$ 23,377,655</b>

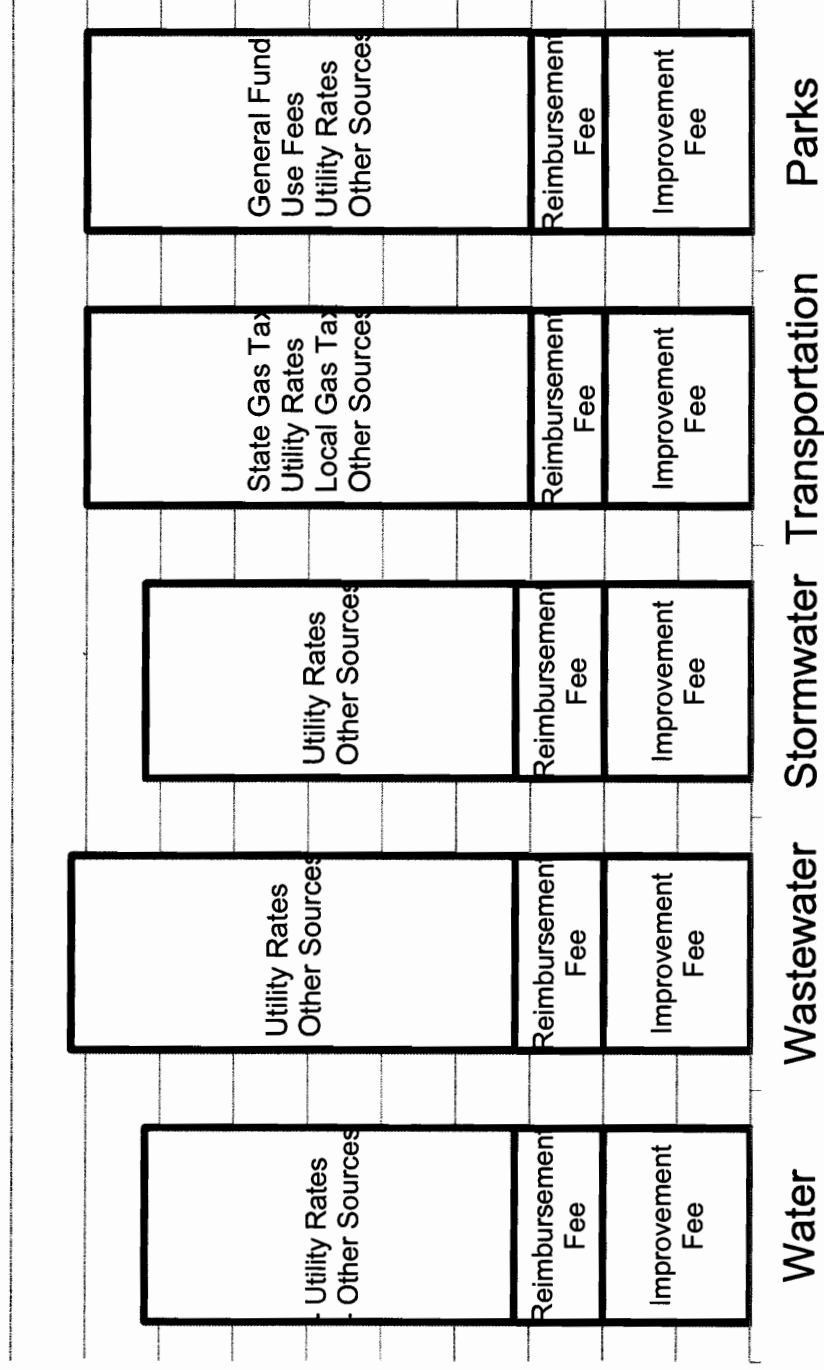
# Infrastructure Funding

Total Capital Needs

Existing Needs

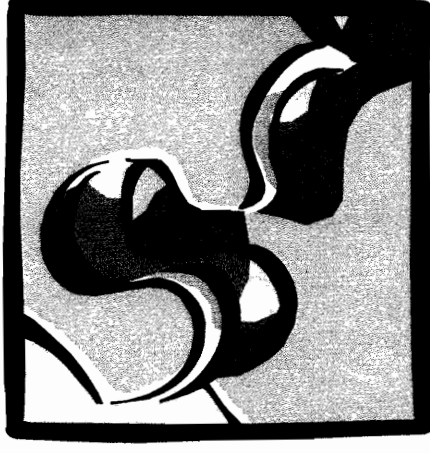
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Growth-Related



# Key SDC Policy Issues

1. Reimbursement fee cost basis
2. Improvement fee cost basis
3. Unit bases for the charges
4. Credit approaches
5. Area-specific charges
6. Functional charges
7. Level of service issues (parks & transportation)



**TILLAMOOK CITY COUNCIL MEETING  
MONDAY, JUNE 7, 2010  
TILLAMOOK CITY HALL, 210 LAUREL AVENUE**

**WORKSHOP:**

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Bob McPheeters** called the regular City Council meeting to order and led the Pledge of Allegiance at 7:00 p.m.

**ROLL CALL:**

**Those present for roll call:**

Mayor Bob McPheeters  
Councilor Joe Martin  
Councilor Matthew Harris  
Councilor Suzanne Weber  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Willard Berry

**Absent:** None

**Staff Present:**

Mark Gervasi, City Manager  
John Putman, City Attorney  
Arley Sullivan, Public Works Director  
Terry Wright, Chief of Police  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of June 7, 2010 is attached and by this reference is made a part of the record.

**MINUTES:**

Council minutes were provided for the March 1, 2010 City Council meeting. There were no corrections, additions or deletions to the minutes. **Councilor Sandusky moved the council approve the minutes for the March 1, 2010 meeting. Councilor Forster seconded. The motion carried unanimously by Council seated.**

**PROCLAMATIONS:** None

**PRESENTATIONS/UPDATES/REQUESTS:**

1. Winners of the "If I Were Mayor" poster contest were introduced and monetary awards were presented by TLC Credit Union. Students were from Pacific Christian School. The winning posters will be displayed at TLC and the first place poster will be sent to the State competition.  
Winners were:
  - Third Place – Truleigh Kelly - \$75
  - Second Place – Bethany Coon - \$125
  - First Place – Vincent Fox - \$200

Photos were taken



**MONTHLY REPORTS:**

1. **CITY MANAGER—**

**City Manager Gervasi** reviewed all items on his monthly report. A copy of the City Manager's report for May, 2010 is attached and made a part of the record by this reference.

**Gervasi** advised he has received a response from DEQ regarding the repayment schedule for the Wastewater Treatment Plant Expansion project. He would like to schedule a meeting on Monday, June 14, 2010 at 6:00 p.m. to review what DEQ will be able to do and what they will not be able to do and how to move forward. Date and time for meeting were set as stated above.

2. **CITY PLANNER—**

**City Planner David Mattison** provided a listing of permits issued, special projects that are currently being worked on, meetings attended, including Planning Commission Hearing and Special Meeting on June 3, 2010. A copy of the City Planner's report for May 2010 is attached and made a part of the record by this reference.

**Mayor McPheeters** asked about Special Projects – Participation in Oregon Solution Project #4. **City Planner Mattison** advised he pays invoices from the Contractor and sends copies to Department of Land Conservation and they reimburse the City.

3. **PUBLIC WORKS DIRECTOR—**

**Public Works Director Arley Sullivan** reviewed the Director's Report for May 2010. A copy of this report is attached and made a part of the record by this reference. **Sullivan** commented the annual CCR reports (water quality reports) have been printed and will be going into the mail soon. He also noted the county does not have CAD capabilities to complete the grant application for the installation of sidewalks on 12<sup>th</sup> Street from Evergreen Drive to the high school. Tomorrow he will be reviewing applications (8) for the engineering of the Third Street project. It is a qualifications based project application.

4. **POLICE CHIEF—**

**Police Chief Terry Wright** reviewed the Police Department report. A copy of the Monthly Report to the Mayor and City Council for May, 2010 is attached and made a part of the record by this reference.

**Wright** added there were 75 applications for the police officer position. Of those candidates who are certified or certifiable there were 17. The 17 were invited for initial testing (agility test, a 12<sup>th</sup> grade equivalency test and oral boards). Six showed up, two did not pass the agility test, two of the four that completed the oral boards will begin background checks.

5. **MUNICIPAL COURT—**

**Tim Dolan, Municipal Court Judge** advised the Council he attends City Council meeting annually when his contract is up for renewal and provides an update over the past year, answer questions and then discusses the contract for the coming year. A copy of a letter dated June 1, 2010 was sent to the City Council and stated he would give his report in person. A copy of the letter dated June 1, 2010 is attached and made a part of the record by this reference.

**Judge Dolan** reported the Oregon Legislature has reviewed the Fine Schedule for Municipal Ordinance Violations. There is now a \$45 surcharge (minimum charge) on all municipal ordinance violations that is mandated by the State.

He also reported the Municipal Court will soon be able to take credit card payments for fines. This will be done through Bank of Astoria. It may affect the cash flow. He stated most courts are pleased with this process.

**Dolan** explained the Court Administrator has started working with a new collection agency. The new agency is currently bringing in an average of \$4,000 per month. Oregon Department of Revenue could accept an account for past due collections and seize tax returns, however, they have made changes as they are not able to do this if the Municipal Court is also using a collection agency to collect past due fines. The Municipal Court will continue to use the collection agency as they are doing a good job. If there is an account the collection agency is unable to collect on, it can be closed at the collection agency and then put through the Oregon Department of Revenue.

**Dolan** advised Hispanic Court has been rescheduled from 2:00 p.m. to 10:00 a.m. between traffic court and parking court. This change results in the Council room being available on Wednesday afternoons.

He said an article was put in Headlight Herald to give people a heads-up on some new laws (cell phone law for example). It was received positively.

**Dolan** reminded the Council the income is off (revenues are down) in comparison to the budgeted amount due to various reasons. Expenditures are also down.

There was some discussion/clarification of the above items.

**PUBLIC HEARINGS:**

1. **CITIZEN HEARINGS – NON AGENDA ITEMS:** None

2. **COUNCIL CONCERNS – NON AGENDA ITEMS:**

**Councilor Berry** had a question regarding the City's grass and weed situation. **Chief Wright** advised twenty letters were sent out to City residents today and a notice was placed in the paper. If they see high grass over eight inches, a letter is sent out.

**Councilor Forster** would like to be excused from the June 21, 2010 meeting. **Council** approved.

3. **PUBLIC HEARING – OLCC APPLICATION FOR SECOND STREET PUBLIC MARKET—**

**Mayor McPheeters** opened the public hearing for the OLCC Application for Second Street Public Market. **Chief Wright** advised the background preparation was completed and there were no issues. **City Recorder Sorensen** reported the advertisement was completed and no adverse information has been received, either by mail or by phone. **Sorensen** explained the Second Street Public Market has applied for an off-premise sales permit. **Doug Henson** explained the wineries bring in wine for wine sampling. The Second Street Public Market will sell bottles of wine provided by the wineries and receive a commission on the sales. They will also utilize the license for special events. The corporation that provides the service off-site must have a liquor license a license for events. Off-site vs. on-site permit and tasting was explained. The intent is for off-site consumption with the exception of special events or for wine tasting. The Second Street Market would be the primary contact for the wine distributors. At this time the permit will include wine and beer only. It is possible to have hard liquor in the future. **Mayor McPheeters** declared the Public Hearing closed.

4. **PUBLIC HEARING – TRT 1% INCREASE—**

**Mayor McPheeters** opened the public hearing for the TRT 1% Increase. **City Recorder Sorensen** advised one letter has been received and copies were provided for City Council members. **Sorensen** read a letter into dated June 7, 2010 to Mark Gervasi, City Manager regarding the TRT Tax from Tony McClaskey, Mar Clair Inn. Exhibit A – Received June 7, 2010. **Andy Neal, Executive Director of Chamber of Commerce** believes the increase is valuable and will enhance the ability to promote the hospitality industry with a tourism promotion. There is a need to bring and keep more people to this community. **City Manager Gervasi** explained the ordinance was established in 1983 where one-half of revenue would go to the general fund and the other half would go to a number of different items such as police protection, public parking, public buildings and repair of public buildings, and beautification. The second half may also be used for tourism promotion and advertising. **Mayor McPheeters** stated the City Council would like to use the funds in a positive way that benefits all businesses as well as hotels. **Doug Henson** representing **Tillamook Revitalization Association, Chairman of Public Market Committee, President and Board Member of Tillamook Farmers Market** commented that all of these organizations endorse and support the increase of the 1% to the Chamber of Commerce. **Mayor McPheeters** declared the Public Hearing closed.

5. **PUBLIC HEARING – RESOLUTION ESTABLISHING FEE AND FINE SCHEDULE FOR VEHICULAR AND PEDESTRIAN TRAFFIC—**

**Police Chief Terry Wright** discussed the fees and fines resolution. There are fees and fines in the ordinance and we memorialize them into a resolution that tracks with the ordinance and will allow a fee or fine to be changed. It is easier to change the fee or fine with a resolution rather than an ordinance amendment to change one number. This resolution being presented lists all fees and fines that accompany the ordinance. No testimony, written or verbal, was received. **Mayor McPheeters** declared the Public Hearing closed.

**PERMITS & LICENSES:**

1. **OLCC LICENSE APPLICATION – SECOND STREET PUBLIC MARKET—**

**Councilor Sandusky** moved to approve the OLCC License Application for the Second Street Market Place. **Councilor Forster** seconded. The motion carried unanimously by Council seated.

2. **BEAUTIFICATION/PROPERTY IMPROVEMENT NOMINATION:** None

**COMMITTEE REPORTS:**

1. **PERSONNEL COMMITTEE—**

A Personnel Committee meeting is scheduled for July 13, 2010 at 9:00 a.m.

2. **BEAUTIFICATION AND PARKS COMMITTEE—**

A Beautification and Parks Committee meeting is scheduled for June 15, 2010 at 8:15 a.m.

3. **FINANCE COMMITTEE—**

There was no update provided to the City Council other than a Workshop will be held prior to next City Council meeting.

4. **PUBLIC SAFETY COMMITTEE—**

June 5<sup>th</sup> attended the process of hiring an officer – elaborate process. Two top candidates were identified. There will be a planning meeting after Chief Wright returns.

5. **PUBLIC WORKS COMMITTEE—**

The Public Works Committee has scheduled their next meeting for June 24, 2010 at 10:00 a.m.

6. **ASSOCIATIONS COMMITTEE—**

The Associations Committee is in the process of setting their next meeting date.

**PENDING BUSINESS:**

1. **HIGH TIDE ESPRESSO COMMERCIAL LEASE, 2009—**

City Attorney Putman discussed ratification action taken on May 26, 2010 regard the commercial lease. Councilor Weber moved to ratify the action City Attorney John Putman took on May 26, 2010 regarding the High Tide Espresso Commercial Lease. Councilor Sandusky seconded. The motion carried unanimously by Council seated.

**NEW BUSINESS:**

1. **MUNICIPAL COURT JUDGE ANNUAL CONTRACT – TIM DOLAN—**

Councilor Martin moved to ratify the annual contract for Municipal Court Judge to Tim Dolan. Councilor Weber seconded. The motion carried unanimously by Council seated.

2. **CITY MANAGER ASSISTANT ANNUAL CONTRACT – DEBRA REEVES—**

It was clarified this is a contract and Debra Reeves is not a City employee. Councilor Martin moved to approve the one year contract with Debra Reeves for the term of July 1, 2010 – June 30, 2011. Councilor Sandusky seconded. Motion carried with five ayes and one abstained vote as follows:

Councilor Joe Martin	Aye	Councilor Steven Forster	Aye
Councilor Matthew Harris	Aye	Councilor John Sandusky	Aye
Councilor Suzanne Weber	Aye	Councilor Willard Berry	Abstained

3. **FLOWER BASKET WATERING CONTRACT – BID AWARD—**

Two bids were received for the Flower Basket Watering Contract. One bid from Country Cupboard Gifts in the amount of \$10,000 and the second from Steve Cham and Dan DeSylvia in the amount of \$12,475. Councilor Forster moved to award the Flower Basket Watering Contract to Country Cupboard Gifts as it was the low bid of \$10,000 for the time period of June through September 2010. Councilor Weber seconded. The motion carried unanimously by Council Seated.

**LEGISLATIVE:**

1. **ORDINANCE: SECOND READING OF AN ORDINANCE CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC AND REPEALING ORDINANCE NO. 1201—**

Councilor Forster moved to have a second reading of an ordinance, by title only, Controlling Vehicular and Pedestrian Traffic and Repealing Ordinance No. 1201. Councilor Weber seconded. The motion carried unanimously by Council seated. City Recorder Sorensen read the ordinance by title only.

Councilor Forster moved to adopt the Ordinance Controlling Vehicular and Pedestrian Traffic and Repealing Ordinance No. 1201. Councilor Weber seconded. The ordinance was adopted unanimously by the following roll call vote:

Councilor Joe Martin	Aye	Councilor Steven Forster	Aye
Councilor Matthew Harris	Aye	Councilor John Sandusky	Aye
Councilor Suzanne Weber	Aye	Councilor Willard Berry	Aye

2. **ORDINANCE: FIRST READING OF AN ORDINANCE REPEALING ORDINANCE #1221 KNOWN AS THE BUILDING FAÇADE AND SIDEWALK IMPROVEMENT LOAN PROGRAM AND THE ELIMINATION OF FUND #8000 – ECONOMIC DEVELOPMENT FUND ESTABLISHED TO SUPPORT ORDINANCE #1221 AND THE DISPOSITION OF BALANCE OF FUND #8000—**  
Councilor Forster moved to have a first reading of an ordinance, by title only, Repealing Ordinance #1221 Known as the Building Façade and Sidewalk Improvement Loan Program and the Elimination Of Fund #8000 – Economic Development Fund Established to Support Ordinance #1221 and the Disposition of Balance of Fund #8000. Councilor Sandusky seconded. The motion carried unanimously by Council seated. City Recorder Sorensen read the ordinance by title only.
3. **ORDINANCE: FIRST READING OF AN ORDINANCE AMENDING ORDINANCE NO. 893, SECTIONS 2 AND 14 OF THE TRANSIENT ROOM TAX ORDINANCE FOR THE CITY OF TILLAMOOK; AND TO PROVIDE THE ADMINISTRATIVE PROCEDURES FOR COLLECTION OF SAME—**  
Councilor Weber moved for the first reading of an Ordinance Amending Ordinance No. 893, Sections 2 and 14 of the Transient Room Tax Ordinance for the City of Tillamook; and to Provide the Administrative Procedures for Collection of Same by title only. Councilor Berry seconded. Councilor Berry led a discussion and was in favor of the increase. The motion carried unanimously by council seated. City Recorder Sorensen read the Ordinance by Title only.
4. **STAFF REPORT: A RESOLUTION ESTABLISHING A NEW FEE AND FINE SCHEDULE FOR VEHICULAR AND PEDESTRIAN REGULATIONS AND REPEALING RESOLUTION 1433—**  
Councilor Sandusky moved to approve the Resolution Establishing a New Fee and Fine Schedule for Vehicular and Pedestrian Regulations and Repealing Resolution 1433. Councilor Forster seconded. Councilor Martin requested clarification of the handout. On the top of the page Bicycle Licensing is \$1.00 and at the bottom of the page, Section 27 – Bicycle Licensing is \$152. Chief Wright clarified the top of the page is the *fee* for Bicycle Licensing and the bottom of the page is the *fine* for Bicycle Licensing. The fines listed are the maximum that can be charged. There is no 'range' for the fines, but a minimum of \$45. Councilor Martin asked about educating kids to wear bicycle helmets. Chief Wright explained they are attempting to raise funds to promote bicycle helmet use and purchase helmets. Councilor Berry asked Chief Wright about bicycle stop sign violations. Chief Wright advised it is a vehicle code violation, not an ordinance violation. It is enforced on a case-by-case basis. Councilor Sandusky requested clarification of Fine Schedule Section 19 – Deposit of Coins. Chief Wright explained it is when parking meter expired and a nice person would go around putting coins in the expired meters. We mimic the Fine Schedules stated by ORS. The motion carried unanimously by Council seated.
5. **RESOLUTION – JUNE DAIRY PARADE AND JUNE CHILDREN'S PARADE ON JUNE 26, 2010—**  
Councilor Weber moved to support a Resolution authorizing a waiver of certain requirements to the Tillamook Chamber of Commerce and approval of certain uses during the June Dairy Parade and June Children's Parade. Councilor Berry seconded. The motion carried unanimously by Council seated.
6. **RESOLUTION – SPECIAL CITY ALLOTMENT GRANT APPLICATION—**  
Under the provisions of ORS 366.800 and 366.805, \$500,000 has been withdrawn from state highway funds and an additional \$500,000 has been withdrawn from the Department of Transportation. This money has been set up in a separate account to be administered by the Oregon Transportation Commission, and used for cities of 5,000 or fewer persons, for streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.  
Councilor Martin moved to adopt a Resolution – Special City Allotment Grant Application. Councilor Berry seconded. Public Works Director Arley Sullivan explained it is an attempt to preserve Stillwell as an alternate truck route. The motion carried unanimously by Council seated.

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:**

1. **LETTER FROM KENNEDY/JENKS CONSULTANTS, ROB PEACOCK, PE TO MARK GERVASI, CITY OF TILLAMOOK, REGARDING SUBPOENA OF RECORDS BY ATTORNEY FOR BIG RIVER CONSTRUCTION FOR THE CITY OF TILLAMOOK WASTEWATER TREATMENT PLANT—**  
Clarification was made by City Manager Gervasi, stating the subpoena is to Kennedy/Jenks. Rob Peacock was in error when he discussed the cost of the reproduction would total \$27,900. The City of Tillamook has nothing to do with the cost of the production of these records as the subpoena is to Kennedy/Jenks. The situation has been clarified via telephone with John Baker, Attorney for Kennedy/Jenks Consultants.
2. **LEAGUE OF OREGON CITIES (LOC) ELECTION RESULTS—**  
City Recorder Sorensen thought this information would be of interest to City Council members.
3. **VIP CERTIFICATE FROM SECOND STREET PUBLIC MARKET—**

4. **LETTER FROM OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY CONFIRMING THE CLEAN WATER STATE REVOLVING FUND LOAN PROGRAM RECEIVED CONFIRMATION THAT FINAL PAYMENT ON LOAN #R91564 HAS BEEN RECEIVED—**

**RECESS TO EXECUTIVE SESSION:** Mayor McPheeters convened into Executive Session: ORS 192.660(2)(h) at 8:45 p.m. and reconvened City Council at 9:14 p.m. for the purpose of legal consideration.

**Mayor McPheeters** entertained a considerable direction for the City Attorney regarding the present situation, ratifying and discussing. He would like to recommend the client in question utilize the services of the Small Business Administration to try and get everything up and running and start making immediate payments to make up what we have jointly agreed on as the amount owed. **City Attorney Putman** will put together a proposal with very strict terms to the lease agreement that include time and amounts. The current Agreement calls for \$825 per month, due on the first. The client is at least five months delinquent. The tenant has proposed to make weekly payments in the amount of roughly \$412, taking approximately five months to have a \$0 balance. City Council has not directed the City Attorney to file suit, but will continue with the proposal as City would like to work with the tenant to resolve the issue. **City Attorney Putman** will report back to the Council.

**MAYOR'S REPORT:**

1. The Federal government is moving a research facility for the West Coast from Bellingham, Washington to Newport, Oregon.
2. Oregon Coast has places like Carnahan Park where people can kayak and there are trails.

**AUTHORIZATION TO PAY BILLS:**

A copy of the Computer Check Proof List of 06/07/2010 is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills. Councilor Weber seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amount:

**GENERAL CHECKING ACCOUNT**

<b>A/P Batch 06/07/2010</b>	<b>Check # 29140 - 29250</b>	<b>\$ 205,747.49</b>
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**ADJOURNMENT:**

**There being no further business Mayor Bob McPheeters adjourned the meeting at 9:25 p.m.**

**APPROVED:**

_____ <b>Mayor</b>	_____ <b>Date</b>
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**ATTEST:**

_____ <b>City Recorder</b>	_____ <b>Date</b>
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**TILLAMOOK CITY COUNCIL MEETING  
MONDAY, JULY 19, 2010  
CITY HALL, 210 LAUREL AVENUE**

**CALL TO ORDER/FLAG SALUTE:**

**Mayor McPheeters** called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

**ROLL CALL:**

Those present for roll call:

Mayor Bob McPheeters  
Councilor Joe Martin  
Councilor Suzanne Weber  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Willard Berry

Absent: Councilor Matt Harris – Excused

Staff Present:

Mark Gervasi, City Manager  
John Putman, City Attorney  
Tim Lyda, Public Works Assistant Director  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of July 19, 2010 is attached and by this reference is made a part of the record.

**MINUTES:** None

**ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED:**

(Copies attached)

1. Hoquarton Trail Art and Community Landscapes Information (Exhibit A)
2. Beautification Committee Property Improvement Nomination (Exhibit B)

**CITY COUNCIL MINUTES:**

1. Council minutes for April 5, 2010 were provided in Council packets. **Councilor Sandusky moved for approval of minutes for April 5, 2010. Councilor Weber seconded. The motion carried unanimously by Council seated.**
2. Council minutes for July 6, 2010 were provided in Council packets. **Councilor Martin moved for approval of minutes for July 6, 2010. Councilor Weber seconded. The motion carried unanimously by Council seated.**

**PRESENTATIONS/UPDATES/REQUESTS:**

1. **Charlie Wooldridge** presented information for the Hoquarton Trail/Carlich House Interpretive Center. He outlined the vision for the interpretive center with illustrations and maps. Many organizations will be working together to get this project completed including the Pioneer Museum, Bay City Arts Center, and numerous volunteers. The current memorandum of agreement (MOA) has been extended for another year in order to provide time for plans to be finalized.

**MONTHLY REPORTS:**

1. **CITY RECORDER**—The recorder's report for the month of June 2010 was included in the council packets. Open ward positions have been advertised in the newspaper for the upcoming election.

**PUBLIC HEARINGS:**

1. **CITIZEN HEARINGS**—Mike Borough of Tillamook RV Repair would like to comment on City Manager Mark Gervasi's evaluation. Due to scheduling, the evaluation will be held on August 2, 2010.
2. **COUNCIL CONCERNS**—Non Agenda Items

**Councilor Berry** discussed a pine tree on the SW corner of Ninth Street and Laurel Avenue obstructing the view and also hanging over the sidewalk. It is a Pine tree approx 20 feet tall. The tree needs to be eliminated or trimmed.

**Councilor Weber** asked if the City cites businesses for weeds in sidewalks and around poles. If grass is more than eight inches tall, they are cited.

**Councilor Martin** stated Ward 1 of the City has a lot of Morning Glory that needs trimmed.

**PERMITS & LICENSES: None**

**BEAUTIFICATION/PROPERTY IMPROVEMENT NOMINATION:**

1. Richard and Linda Trattner at 895 Seventh Street were nominated and received this month's Beautification Award. They will receive a certificate and up to \$100 off their water bill.

**COMMITTEE REPORTS:**

1. **PERSONNEL COMMITTEE**—  
There was confusion of prior meeting time. The meeting will be scheduled after the Council meeting.
2. **BEAUTIFICATION AND PARKS COMMITTEE**—
3. Beautification and Parks Committee meetings are scheduled for July 20, 2010 at 9:00 a.m. and July 27, 2010 at 9:00 a.m. Kristen Hall from ODOT will attend the meetings with a project update and how it will impact Sue H. Elmore Park. Playground equipment at Goodspeed Park and the possibility of a Truck Parade will be discussed. At the last meeting the committee discussed adding the Ninth Street Park to the agenda and it was decided it will be discussed at the July 27, 2010 meeting.
4. **FINANCE COMMITTEE**—  
The Finance Committee meeting is scheduled for July 28, 2010 at 2:00 p.m.
5. **PUBLIC SAFETY COMMITTEE**—  
The Public Safety Committee meeting is scheduled for July 29, 2010 at 2:00 p.m.
6. **PUBLIC WORKS COMMITTEE**—  
The Public Works Committee meeting is scheduled for July 29, 2010 at 2:00 p.m.
7. **ASSOCIATION COMMITTEE**—  
Meeting date has yet to be set after New Business is discussed.

**PENDING BUSINESS:**

1. **CARLICH HOUSE MEMORANDUM OF AGREEMENT**—

**Councilor Sandusky moved to accept the Memorandum of Agreement as is and for the City to pay the utilities. Councilor Forster seconded. The motion carried unanimously by Council seated.**

2. **STAFF REPORT**—Accept final report of Oregon Solution Project #4 Economic Opportunity Analysis by Johnson-Reid. **Councilor Berry moved for the adoption of the Oregon Solution Project #14 Economic Opportunity Analysis by Johnson-Reid. Councilor Sandusky seconded.** It was pointed out the motion was stated as Project #14 and should have been Project #4. **Mayor McPheeters noted the correction to be Project #4. The motion carried unanimously by Council seated.**

**NEW BUSINESS:**

1. **TRANSIENT ROOM TAX (TRT) REQUESTS**—  
**Mayor McPheeters** assigned the following committee:
  - Councilor Berry
  - Councilor Sandusky
  - Councilor Forster**Mayor McPheeters** advised the committee to consider interpretation of IRS 501(c)(3) as the IRS has tightened up the qualifications. (Audio tape ran out. Per City Recorder's notes):  
"Set date to"  
"Councilor Weber last year provide report. Consensus."  
"Send out now."
2. **CHAMBER/CITY TRT CONTRACT**—  
**City Manager Gervasi** needs a contract completed with the Chamber of Commerce regarding the 1% TRT tax received. **Mayor McPheeters** assigned the following Councilors to this committee:
  - Councilor Weber
  - Councilor Harris
  - Councilor Martin
3. **TILLAMOOK COUNTY INVOICE FOR FEMA APPEAL AND SCOPE OF WORK**—  
**Councilor Sandusky moved to join the Appeal and Scope of Work and pay the invoice for FEMA. Councilor Forster seconded the motion. City Manager Gervasi has budgeted this under Special Projects. Invoice amount was \$7,000. The motion carried unanimously by Council seated.**
4. **TILLAMOOK RETAIL ASSOCIATION (TRA)—REQUESTS STREET CLOSURE OF SECOND STREET BETWEEN PACIFIC AVENUE AND IVY AVENUE FOR MOONLIGHT MADNESS – JULY 30, 2010**—  
**Councilor Weber moved to approve the street closure of 2<sup>nd</sup> Street between and Pacific Avenue Ivy Avenue for Moonlight Madness on July 30, 2010. Councilor Forster seconded. The motion carried unanimously by Council seated.**
5. **OREGON COASTAL ZONE MANAGEMENT ASSOCIATION**—  
**Mayor McPheeters** explained the need for a Councilor from the City to be a part of this Association. **Councilman Forster** volunteered to be a representative to the Association.

**LEGISLATIVE/ADMINISTRATIVE:**

1. **RESOLUTION APPROVING THE TILLAMOOK URBAN RENEWAL AGENCY WITH THE ABILITY TO ADMINISTER THE FAÇADE GRANT PROGRAM**—  
**Councilor Weber moved to approve resolution giving the Tillamook Urban Renewal Agency the ability to administer the Façade Grant Program. Councilor Forster seconded. Clarification was made this does not include any loans, grants only. The motion carried unanimously by Council seated.**

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:**

1. Thank You Note for donated trash container (on agenda, but not discussed).

**REGULAR SESSION RECESSED INTO EXECUTIVE SESSION AT 8:30 P.M.**



**EXECUTIVE SESSION ORS1 92.660(2)(a) – Employment of Public Officers, Employees and Agents**

**EXECUTIVE SESSION ADJOURNED AT 8:50 P.M.**

**RECONVENE REGULAR SESSION—**

Councilor Weber moved that we express a positive employment evaluation for Bernadette Sorensen, thank her for all of her good work for the City and the Council and recommend a salary increase in accordance with the budget. The motion was seconded by Councilor Sandusky. The motion carried unanimously by Council seated.

**MAYOR'S REPORT: None**

**AUTHORIZATION TO PAY BILLS:**

The Finance Committee had reviewed the current bills prepared for payment. Councilor Martin moved to pay the bills approved by the Committee. Councilor Sandusky seconded. The motion carried unanimously by Council seated.

**GENERAL CHECKING ACCOUNT**

Special Batch 07/12/2010	Checks #29360-29361	\$ 1,671.41
A/P 07/19/2010	Checks #29362-29426	\$219,231.23

**ADJOURNMENT:**

There being no further business Mayor McPheeters adjourned the meeting at 9:51 p.m.

**APPROVED:**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**City Recorder**

\_\_\_\_\_  
**Date**

**TILLAMOOK CITY COUNCIL MEETING  
TUESDAY, SEPTEMBER 6, 2011  
CITY HALL, 210 LAUREL AVENUE**

**EXECUTIVE SESSION:** City Council met for Executive Session under ORS 192.660(2)(e) Property Negotiations at 6:00 p.m.

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Suzanne Weber** called the regular City Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**ROLL CALL:**

**Those present for roll call:**

Councilor Joe Martin  
Councilor Matthew Harris  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** Cheryl Davy - Excused

**Staff Present:**

Paul Wyntergreen, City Manager  
Terry Wright, Chief of Police  
Bernadette Sorensen, City Recorder  
David Mattison, City Planner

**AGENDA:**

The posted agenda for the meeting of September 6, 2011 is attached and by this reference is made a part of the record.

**MINUTES:** None

**PROCLAMATIONS:** None

**PRESENTATIONS/UPDATES/REQUESTS:** None

**PUBLIC HEARINGS:**

1. **STAFF REPORT: GROVE AVENUE ALLEY, VACATION REQUEST—**  
**City Planner Mattison** provided a briefing on the request for the approval of the vacation of a ten foot alley right-of-way, extending east-west, a distance of approximately 210 feet, from Grove Avenue to Fir Avenue on the Redeemer Lutheran Church block. Redeemer obtained consents/signatures from adjacent property owners and from two-thirds of the property owners from 200 foot by 400 foot distance of the alley. Notices were posted in the Headlight Herald on August 10, 2011 and August 17, 2011. No comments were received. Staff recommends the vacation be approved. No comments from audience testifying for or against this item. **Mayor Weber** closed the public hearing and called for Action. **Councilor Harris** moved for a first reading of the Ordinance Providing For the Vacation of a Tillamook City Alley Within Block 3 of the Maple Grove Addition Located Within the City of Tillamook, County Tillamook, Oregon by Title only. **Councilor Martin** second. There was no discussion. Motion passed unanimously by Council seated. City Recorder Sorensen read the Ordinance Title.

**CITIZEN HEARINGS - NON-AGENDA ITEMS:** None

**PENDING BUSINESS: None**

**NEW BUSINESS:**

1. **SCHOOL DISTRICT #9 REQUEST FOR BUS LOADING AT WILSON SCHOOL—**

**City Manager Wyntergreen** introduced the bus loading issue at Wilson School. The Tillamook Service Center of Northwest Regional Education Service District (ESD) is in the process of moving into the west side of Wilson School. They are requesting permission to extend the bus loading zone in front of the school. This issue had been brought before the Public Works Committee. Their recommendation, for safety and traffic purposes, was to locate the bus loading zone on Park Street on the east side of the building or in the parking lot. Testimony was presented by **Helen Armstrong, Administrator** for the Tillamook Service Center of the Northwest Regional ESD. Their program includes the special education preschool program for Tillamook County which is for children three to five years old with special needs or handicaps. The request before the Council is to unload preschoolers off small buses in the front of the school near the handicapped ramp. The smaller buses can pull up to the curb and will not stop traffic on Third Street. This is a safer option due to the age of the children, and accessibility of the handicapped ramp. There is not enough staffing to provide guidance from the drop off site on the east side of the building. They are requesting extension of the yellow curb on Third Street for loading and unloading in the yellow zone. **Councilor Harris** questioned how many times per day the buses will stop at that site and how many buses. **Administrator Armstrong** stated two to three buses, four times per day. **Councilor Martin** asked about using the parking lot in the back of the school and entering the back door. **Administrator Armstrong** stated the bus was not able to turn around and would have to exit out a locked gate into a neighborhood. **Mayor Weber** and **Councilor Martin** asked about the buses being able to turn around in the back lot. **Administrator Armstrong** said she was advised by Tillamook School District it was not possible for the buses to turn around in the parking lot and gated lock is not an option. **Councilor Sandusky** clarified if they wanted permission to use the current yellow loading/unloading zone, extend it or both. **Administrator Armstrong** said they want it extended. **Councilor Forster** confirmed the legality of the bus loading and unloading the children at the curb and not needing to utilize their lights and stop traffic. **Administrator Armstrong** confirmed. **Councilor Sandusky** moved to approve the request to use the Third Street existing bus loading for the ESD. Motion died for lack of second to the motion.

**Councilor Henson** moved to allow ESD to use the existing bus loading zone and extend the yellow loading zone to the distance they require to be more suitable for their needs. **Councilor Forster** seconded. Motion passed four to one (4-1) with **Councilor Martin** casting the nay vote.

2. **BEAUTIFICATION COMMITTEE RECOMMENDATION REGARDING TRT GRANT PROCESS, EVENT DATES, AND COMMUNITY ART—**

**City Manager, Wyntergreen** reviewed the Staff Report dated August 19, 2011. An outline of the Beautification Committee Executive Summary and Recommendations is attached and made a part of this record by this reference. **Wyntergreen** outlined the summary of the meeting and the committee's recommendations to:

- Direct the Planning Commission to accelerate their review of the Town Center Plan, specifically to address the ban on murals and the limitations on awing types.
- Set the process for this year's round of Transient Room Tax (TRT) grants in motion in order to receive applications during the first week of October. As part of this year's process, cap the amount available at \$36,000. Leaving roughly \$10,000 as a set-aside for the Beautification Committee to apply as a match toward either (or both) the Goodspeed Playground Equipment or entrance sign upgrades as part of tourist facilities.
- Charge the Finance Committee with the review of TRT applications and the development of grant process, award criteria, City set-asides, and other clarifications to the TRT ordinance.
- Grant the one-day waiver of the Garage Sale permit fees for September 17, 2011.
- Set December 3, 2011 for the annual Tree-Lighting Ceremony.

**Councilor Forster** moved to accept the recommendations from the Beautification committee on the memo dated August 19, 2011, as written. **Councilor Sandusky** seconded. The motion carried unanimously by Council seated.

3. **STAFF REPORT: NAMING OF THE NORTH AREA OF HIGHWAY 101—**

**Mayor Weber** introduced the discussion of naming the portion of Highway 101 that was annexed into the city limits. It has been requested by Tillamook County Communications District - 911 that an official name be assigned to the area from the Hoquarton Slough Bridge to the Wilson River Bridge. Per **City Planner Mattison** there are five different names being used for this section of Highway 101, which is within the city limits and therefore a city street. After discussion **Councilor Sandusky** moved to rename this section of the North area of Highway 101 to "North Main Avenue." **Councilor Martin** seconded. The motion passed unanimously by Council Seated.

**City Recorder Sorensen** requested the council direct staff to notify the people of the address change due to impact on businesses who will have to change addresses on letterhead, business cards and advertising. An ordinance will be written.

4. **AUDITOR RECOMMENDATION—**

**City Recorder Sorensen** discussed the Auditor RFQ Recommendation received from Jamy Wilson, Finance Officer. The top three competitors were Pauly Rogers and Co. PC, Grimstad & Associates, and Talbot, Korvola & Warwick, LLP. Pricing bids were as follows:

Pauly Rogers and Co., PC	\$26,400.00
Grimstad & Associates	\$20,000.00 (Did not include Financial Statement.)
Talbot, Korvola & Warwick, LLP	\$59,600.00

After reviewing the proposals, the review team selected Pauly Rogers and Co. PC to be the Auditor for the City of Tillamook. This firm is the existing auditing team and is willing to do the Financial Statement in addition to audits already conducted.

**Councilor Forster moved to approve the RFQ naming Pauly Rogers and Co., PC as the City Auditor. Councilor Sandusky seconded. The motion carried unanimously by Council seated.**

5. **ENGINEER OF RECORD RECOMMENDATION—**

**City Manager Wyntergreen** reviewed the process of selecting an Engineer of Record for the City of Tillamook. Having an Engineer of Record provides the City with an engineer on an on-call basis. Thirteen Requests for Qualifications for an Engineer of Record were sent out and eight responses were received. Based on the rating and ranking matrix (attached to the August 31, 2011 Engineer of Record Recommendation memo) and after review and meeting, the team is recommending Northwest Engineers from Hillsboro, Oregon. They felt very confident with any of the top three ranked Engineering firms. **Councilor Forster moved to approve Northwest Engineers as the Engineer of Record for the City of Tillamook. Councilor Sandusky seconded. The motion carried unanimously by Council seated.**

**LEGISLATIVE:**

1. **RESOLUTION: ACCEPTANCE OF REAL PROPERTY DONATION – SCHMIDT PROPERTY—**

**City Manager Wyntergreen** discussed the Resolution – Acceptance of Real Property Donation. The property was donated to the City of Tillamook by the Schmidt family. The DEQ report has been completed and the property has been deeded to the City. The deed is being held by the attorney until the City's acceptance of the resolution which would accept the property into City ownership. There is no price attached as it was a gift. Accepting the property into ownership allows the City to proceed with the cleanup of concrete that was deposited on the property. The City needs to decide if they are willing to accept the property and how to treat the property in the future such as parks or other purposes. The DEQ report showed minimal concerns on their report. **Councilor Sandusky moved for the adoption for the acceptance of a resolution accepting the donation of real property by the City of Tillamook, Oregon from the Morris L. Schmidt and Beatrice G. Schmidt Joint Revocable Living Trust dated November 25, 1983. Councilor Forster seconded. The motion carried unanimously by Council seated.**

2. **ORDINANCE: SECOND READING OF PLANNING COMMISSION BYLAWS AMENDMENT—**

**Councilor Sandusky moved for second reading by title only of an ordinance Repealing Ordinances No. 670, 731, 955 & 966. Councilor Forster seconded. The motion carried unanimously by Council seated. City Recorder Sorensen read the ordinance by title only.**

**Councilor Martin moved to adopt the Ordinance. Councilor Forster seconded. The Ordinance was adopted unanimously by the following roll call vote:**

<b>Councilor Joe Martin</b>	<b>Aye</b>	<b>Councilor John Sandusky</b>	<b>Aye</b>
<b>Councilor Matthew Harris</b>	<b>Aye</b>	<b>Councilor Doug Henson</b>	<b>Aye</b>
<b>Councilor Steven Forster</b>	<b>Aye</b>	<b>Councilor Cheryl Davy</b>	<b>Absent</b>

**COUNCIL CONCERNS: – Non-Agenda Items**

**Councilor Forster** reported on the Tsunami Outreach Steering Committee and their timeline. The committee is currently recruiting committee organizers to help with the process. Training will start in October 2011 with the Oregon Department of Geology and Mineral Industries (DOGAMI) Outreach. They are planning an evacuation drill in 2012. The City needs assessments, planning and outreach. **Councilor Forster** encouraged Council members to be part of the tabletop preparedness.

**Councilor Henson** requested a workshop for a Community Development Block Grant for a Homeless Shelter. He would like to work with Melanie Olson on infrastructure and financing authority. **Henson** has been working with Terry Sprengel. They are attempting to obtain the December grant funds. He proposed the Council look at October meetings for a workshop on this topic.

**Councilor Henson** met with a group from Farmer's Market & TRA. They have requested a meeting with Mayor Weber and Council Members. It was decided they will meet Wednesday, September 7, 2011 in the morning. **City Manager, Wyntergreen** will notify **Councilor Henson** of the exact time.

#### **MONTHLY REPORTS:**

1. **PUBLIC WORKS DIRECTOR—**

**Public Works Director Arley Sullivan**, was not in attendance. A copy of the Director's Report for August, 2011 is attached and made a part of the record by this reference. **Mayor Weber** brought to the Council's attention the Holden Creek clean-up project and asked if there had been any movement on that committee. **City Manager Wyntergreen** advised he would like to schedule and facilitate a meeting to take place within the next two weeks.

2. **CITY PLANNER—**

**Mayor Weber** noted each Councilor had a copy of the City Planner's report. A copy of the August 2011 Monthly Report, City Planning Department report is attached and made a part of the record by this reference. **City Manager Wyntergreen** reminded the Council the September 19, 2011 City Council meeting will include an annexation hearing. Two notices will be in the newspaper prior to the next meeting. A map has been created for publication for public to view prior to the next meeting.

3. **POLICE CHIEF—**

**Mayor Weber** reviewed the Police Chief report. A copy of the Monthly Report to Mayor and Council for August, 2011 is attached and made a part of the record by this reference. **Weber** specifically discussed the City police is assisting City Hall in contacting businesses delinquent on business licenses and emphasized, if you are a business owner in Tillamook, to please come to City Hall to obtain a business license. **City Manager Wyntergreen** added the Police are currently working on a seatbelt sting and **Chief Wright** will provide more information at the next meeting. **Councilor Harris** stated some of the County Sheriff Deputies participated in the seatbelt enforcement within the City. It is dedicated grant funding in the State of Oregon for a specific period of time to enforce the seatbelt law.

4. **MAYOR—**

**Mayor Weber** reported she attended LOCAP and NW Transportation Act meeting last week in Rockaway. Economic development and transportation resources are dwindling, necessitating the need to be creative with funds received for roads and economic development.

She introduced and welcomed Dan Biggs, the new Executive Director of Economic Development for Tillamook County who also runs the SPDC program.

**Councilor Forster** would like to be kept in the loop as to how the tsunami coordination is going to happen County wide. Companies moving to Oregon often request information regarding tsunami preparedness. Once the program is in place, a comprehensive plan can be utilized.

#### **COMMITTEE REPORTS:**

1. **BEAUTIFICATION COMMITTEE—**

**Councilor Harris** noted the upcoming meeting schedule for September 23, 2011 at City Hall. He discussed PD & TRT Grant request for Goodspeed playground equipment. The committee is looking into obtaining funds. Preparations for the annual Christmas Tree Lighting have begun.

2. **PUBLIC WORKS COMMITTEE—**

**Councilor Harris** stated the Public Works committee met at City Hall on August 18, 2011 and discussed the Engineer of Record Requests, vehicle use policies for departments and establishing a policy regarding fees for outside use of City equipment services.

**Councilor Harris** stated they received a request from a citizen regarding two intersections that are difficult to navigate: Eighth Street & Madrona Avenue and First Street & Madrona Avenue. Jon Williams will investigate the request.

**City Manager Wyntergreen** discussed the storm drain master plan update. Smoke testing located one issue that needs to be corrected right away. There are a few miscellaneous cross connections and work is underway to create a plan to correct any problems. Once complete, this will satisfy the DEQ compliance issue.

**Councilor Martin** stated Culverts have been cleaned under Twelfth Street, and sewer upgrades were discussed at the meeting.

**Wyntergreen** stated they have continued working with the Port on potential water upgrades.

3. **ASSOCIATIONS COMMITTEE—**

**Councilor Henson** stated the group met last week. They are in the process of learning each other's roles and responsibilities and are attempting to prevent overlap and create partnerships. Their focus is on economic development and how they can help each other, rather than go it alone. At the next meeting, the committee will identify projects and prioritize them, as well as determine how partnerships can work together and accomplish more.

4. **URBAN RENEWAL AGENCY—**

**Councilor Sandusky** advised they met two weeks ago, which was the second meeting that month. TURA is going through the process of looking at contractor proposals for changing boundaries. They are also working on the downtown façade loan/grant program.

**Mayor Weber** was encouraged. She thinks Urban Renewal can dovetail with the Associations Committee and make a lot of things happen in the downtown area.

**AUTHORIZATION TO PAY BILLS:**

A copy of the Computer Check Proof List of 8/31/2011 is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills. Councilor Sandusky seconded. The motion carried unanimously by Council seated.** Bills were paid in the following total amount:

**GENERAL CHECKING ACCOUNT**

A/P Batch 08/19/2011	Check # 31122 & 31123	\$ 493.68
A/P Batch 08/31/2011	Check # 31124	\$ 1,311,387.00
A/P Batch 08/31/2011	Check # 31125 - 31191	\$ 102,832.67
A/P Batch 09/06/2011	Check # 31192	\$ 511.50

**ADJOURNMENT:**

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:13 p.m.

**APPROVED:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Date

**TILLAMOOK CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 19, 2011  
CITY HALL, 210 LAUREL AVENUE**

**STUDY SESSION:** City Council met at 5:30 P.M. – PUD Transmission Lines.

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Suzanne Weber** called the regular City Council meeting to order and led the Pledge of Allegiance.

**ROLL CALL:**

**Those present for roll call:**

Mayor Suzanne Weber  
Councilor Joe Martin  
Councilor Matthew Harris  
Councilor Cheryl Davy  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** None

**Staff Present:**

Paul Wyntergreen, City Manager  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of September 19, 2011 is attached and by this reference is made a part of the record.

**MINUTES:**

Council minutes were provided for the August 15, 2011 City Council meeting. There were no corrections, additions or deletions to the minutes. **Councilor Sandusky moved the Council approve the minutes for the August 15, 2011 meeting. The motion was seconded by Councilor Davy. The motion carried unanimously by Council seated.**

**PROCLAMATIONS:** None

**PRESENTATIONS/UPDATES/REQUESTS:** None

**PUBLIC HEARINGS:**

1. **AN ORDINANCE ANNEXING TERRITORY INTO THE CITY OF TILLAMOOK UNDER OREGON REVISED STATUTES (ORS), AND CONSISTENT WITH THE TILLAMOOK URBAN GROWTH MANAGEMENT AGREEMENT (UGMA), COMPREHENSIVE PLAN, OREGON ADMINISTRATIVE RULES (OAR) AND STATEWIDE PLANNING GOALS –**

**City Manager Wyntergreen** provided a summary of the Petition for Annexation. The issue before the council is a request for consideration of a petition to annex 26.51 acres within the Urban Growth Boundary (UGB) into the City limits of the City of Tillamook. Consents from two property owners have been received. The two parcels are 21.51 and 5 acres in size. The petition was deemed complete on July 29, 2011. **Wyntergreen** recommended approval of the annexation with the inclusion of tax lot 400 in order to eliminate one of the two “islands” that would result from the annexation.

**Mayor Weber** opened the meeting for public testimony. No comments from audience members were received. **City Manager Wyntergreen** advised no written comments have been received, other than the consents and petitions.

**Mayor Weber** closed the public testimony at 7:07 p.m. **Councilor Sandusky** moved to approve the petition for annexation as presented by staff. **Councilor Forster** seconded. The motion carried unanimously by Council seated.

**CITIZEN HEARINGS - NON-AGENDA ITEMS: None**

**PENDING BUSINESS:**

**1. TILLAMOOK REVITALIZATION ASSOCIATION (TRA) REVITALIZATION PLAN—**

The Three Year Action Plan per Business Surcharge Resolution, August 23, 2011 was reviewed and discussed.

**Councilor Forster** would like to see more objective quantifiables with measurable outcomes regarding the grants and fundraisers, i.e. omitting the word “hope” in the last paragraph of page one. **Councilor Davy** would like to see more as well, besides the regular activities. **Councilor Sandusky** moved to accept the TRA three year action plan Business Surcharge Resolution. **Councilor Martin** seconded. Vote was three to three (3-3). Nay votes were Councilors Harris, Davy and Forster.

**Mayor Weber** commented quantifiable objectives have numbers related to them. She suggested to bring both together, to write the last paragraph to say, “1) **We will** bring the [Farmer’s] Market to a point where it can sustain a 20-hour per week manager. 2) **We will** fine-tune our consignee base to generate additional income for both the Market and the Consignee. 3) **We will** implement a “Made in Tillamook County” section with produce, value added products and specific items generic to the area. 4) **We will** be partnered with the new local music store and **we will** feature after hours concerts as fundraisers on a regular basis.” **Mayor Weber** reiterated the plan is good and should reinforce the City’s commitment to and enthusiasm for the plan. She asked for TRA to come to the next meeting with the last paragraph rewritten to have the quantifiable items added.

**NEW BUSINESS:**

**1. PUD REQUEST: CONSENT TO CROSS CITY LANDS—**

**City Manager Wyntergreen** reviewed staff report for approval of Conditional Use Permit for a 100’ easement on seven properties owned by the City. Three options; Yes, Table, No. **Councilor Sandusky** moved that the City of Tillamook, as owner of the real property, grants permission for the Tillamook People’s Utility District to file a Land Use Application with the City of Tillamook for permits necessary for the construction of a proposed transmission line and related facilities upon these parcels. **Councilor Martin** seconded. Motion failed 4-2 by Council seated. Nay votes were Councilors Harris, Davy, Forster and Henson.

**Councilor Forster** moved that the City does not permit the conditional use permit for the 1115-kV Transmission Line through the Hoquarton Slough that crosses City properties as listed in the documents. **Councilor Henson** seconded. The Motion carried 4-2 by Council seated. Nay votes were Councilors Martin and Sandusky.

**2. TILLAMOOK ESTUARIES PARTNERSHIP REQUEST: LETTER OF CONSENT FOR TILLAMOOK COUNTY WATER TRAIL APPLICATION TO THE NATIONAL RECREATION TRAILS DESIGNATION—**

**City Manager Wyntergreen** led the discussion regarding the Tillamook Estuaries Partnership (TEP) designation documentation which needs to be in by October 7, 2011. Is the City willing to support the request to another agency? Hoquarten Slough is the water trail under reference. If awarded, it will open grant opportunities for funding of recreational trails. Purpose of the recreational trail is to access properties; it will not limit the ability to use the property, but rather will enhance improvements. **Councilor Forster** moved that the City allow Mayor Suzanne Weber to sign the letter of consent on behalf of the City of Tillamook to include this letter to the National Recreation Trail Coordinator for the designation of the Tillamook County Water Trail as a National Recreation Trail. **Councilor Harris** seconded. The motion carried unanimously by Council seated.

**3. STAFF REPORT: AWARD OF 3RD STREET WATER LINE BID—**

**City Manager Wyntergreen** discussed the bid results for the 3<sup>rd</sup> Street Waterline Project. The low bid was disqualified. The next acceptable low bid was significantly greater than the engineer’s estimate. Staff recommendation is to reject all bids on the basis of insufficient funds. **Councilor Hansen** moved to reject all bids for the award of the 3<sup>rd</sup> Street Waterline Project. **Councilor Sandusky** seconded. The motion carried unanimously by Council seated.



**4. APPOINT COUNCIL LIAISON TO PLANNING COMMISSION—**

Mayor Weber requested to appoint **Councilor Doug Henson** as the Liaison to the Planning Commission. **Councilor Sandusky** moved to appoint **Councilor Henson** as the Liaison to the Planning Commission. **Councilor Forster** seconded. The motion carried unanimously by Council seated.

**5. STAFF REPORT: TELEPHONE USE POLICY—**

**City Manager Wyntergreen** reviewed the recommendations for communications restructuring for internet, landline and cell phones. This would provide a monthly allowance for mobile communications. Union members at City Police are already on a cell phone allowance system. It would also require switching to Charter for Internet services as current internet is very slow. There is significant savings of approximately \$3,000 per year (minimum). Designated employees (See Attachment #3) would be given a \$50 monthly allowance for cell phone use. **Councilor Harris** moved to accept the communications restructuring as recommended by the City Manger. Motion failed for lack of a 2nd.

**Councilor Harris** stated he has two phones, one for work and one for personal use. **City Manager Wyntergreen** clarified, if the City is paying for the cell phone and the employee uses it for a personal call, they are in violation of Employee Handbook Ethics policy. With this system, the issue would be resolved. **Councilor Forster** requested clarification of radios that were being used by the water department in their vehicles. With these radios being used, is there a need for a cell phone? **Wyntergreen** confirmed the cell phones are necessary as the water treatment and wastewater treatment plants can be monitored and adjusted via a cell phone that includes a data plan. **Councilor Sandusky** commented it appears Verizon has the best coverage for the county and if we can save \$6,000 per year instead of \$3,000 it should be considered. **Wyntergreen** stated he just received the Verizon information today. He has not yet figured out how to structure the plan. **Councilor Martin** moved to wait until the Verizon option is thoroughly reviewed and then move forward with a final decision. **Councilor Sandusky** seconded. After further clarification on how to proceed with Charter, the Council asked that **Wyntergreen** bring back a resolution to the 10/3/2011 meeting that would use the Verizon approach. The motion carried unanimously by Council seated. **Wyntergreen** requested clarification – to also proceed with the other elements and proceed with Charter to get the landlines cleaned up. It was agreed.

**LEGISLATIVE:**

**1. ORDINANCE: FIRST READING OF NAMING NORTH MAIN AVENUE—**

**Councilor Henson** moved to read an Ordinance providing for the naming of that portion of the US Highway 101 Right-Of-Way North of Hoquarton Slough, South of Wilson River and the City Limits line, located within the City of Tillamook, Tillamook County, Oregon, and repealing all ordinances and parts of ordinances in conflict herewith by title only. **Councilor Forster** seconded. The motion carried unanimously by Council seated. **City Recorder Sorensen** read the ordinance by title only.

**2. ORDINANCE: SECOND READING OF ALLEY VACATION—**

**Councilor Harris** moved for a second reading of an Ordinance providing for the vacation of a Tillamook City Alley within block 3 of the Maple Grove Addition located within the City of Tillamook, Tillamook, County, Oregon by title only. **Councilor Martin** seconded. The motion carried unanimously by Council seated. **City Recorder Sorensen** read the ordinance by title only. **Councilor Martin** moved that we adopt the ordinance. **Councilor Forster** seconded. The ordinance was adopted unanimously via roll call:

<b>Councilor Joe Martin</b>	<b>Aye</b>	<b>Councilor Steven Forster</b>	<b>Aye</b>
<b>Councilor Matthew Harris</b>	<b>Aye</b>	<b>Councilor John Sandusky</b>	<b>Aye</b>
<b>Councilor Cheryl Davy</b>	<b>Aye</b>	<b>Councilor Doug Henson</b>	<b>Aye</b>

**COUNCIL CONCERNS:—Non-Agenda Items**

**Councilor Sandusky** noted several visitors commented on how nice the hanging flower baskets look throughout the downtown area.

**Councilor Henson** has dogs for sale. Pat on the back to Tillamook Urban Renewal Agency for the painting of the Beals Building. The corner of Third and Main is looking nice – thank you!

**MONTHLY REPORTS:**

**1. CITY RECORDER—**

- Revenue and Expenditure reports are attached
- Received check from Credits, Inc. – Municipal Court collection agency

- Terminals for taking credit cards for City payments has increased in usage
- Public Works Technical position closed on Friday
- City Recorder position closes on September 30<sup>th</sup>
- In final arrangements for the League of Oregon Cities conference

**2. MAYOR'S REPORT—**

- Bernadette Sorensen, City Recorder, will be given a special award from the Oregon Recorders Association on Friday night. It is the President's award. She has worked very hard for the City.

**COMMITTEE REPORTS:**

1. **URBAN RENEWAL AGENCY—**Councilor Sandusky advised they met last week and discussed the progress of the painting of the Beals Building downtown. This was an Urban Renewal Loan and Grant project. They are attempting to interest other business owners who might have buildings that need TLC to consider submitting an application for that program. TURA also reviewed proposed contracts with a consultant who will help the Agency readjust district boundaries. **City Manager Wyntergreen** stated the contract was finalized today.

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:**

**Councilor Martin** briefly discussed a letter received from the courthouse regarding parking spaces in front of City Hall and the Courthouse. He would like to maintain parking spaces in front of City Hall so people can come into City Hall to do their business.

**AUTHORIZATION TO PAY BILLS:**

A copy of the Computer Check Proof List of 9/15/2011 is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills. Councilor Forster seconded. The Motion carried unanimously by Council seated. Bills** were paid in the following total amount:

**GENERAL CHECKING ACCOUNT**

A/P Batch 09/08/2011	Check # 31193 - 31196	\$ 6,274.16
A/P Batch 09/14/2011	Check # 31197	\$ 47,249.25
A/P Batch 08/31/2011	Check # 31198 - 31265	\$ 76,194.68
A/P Batch 09/06/2011	Check # 31266 - 31268	\$ 20,874.51

**ADJOURNMENT:**

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:03 p.m.

**APPROVED:**

\_\_\_\_\_  
Mayor Date

ATTEST:

\_\_\_\_\_  
City Recorder Date

**TILLAMOOK CITY COUNCIL MEETING  
MONDAY, OCTOBER 3, 2011  
CITY HALL, 210 LAUREL AVENUE**

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Suzanne Weber** called the regular City Council meeting to order and led the Pledge of Allegiance at 7:00 p.m.

**ROLL CALL:**

**Those present for roll call:**

Mayor Suzanne Weber  
Councilor Joe Martin  
Councilor Matthew Harris  
Councilor Cheryl Davy  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** None

**Staff Present:**

Paul Wyntergreen, City Manager  
Arley Sullivan, Public Works Director  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of October 3, 2011 is attached and by this reference is made a part of the record.

**MINUTES:** None

**PROCLAMATIONS:** None

**PRESENTATIONS/UPDATES/REQUESTS:**

1. **LIANE WELCH, TILLAMOOK COUNTY PUBLIC WORKS DIRECTOR—**

**Public Works Director Welch** presented information to the Council regarding funding for roads. She explained in detail the allocation of money, lack of staff and funding, and poor and declining road conditions.

There was some discussion/clarification. **Welch** discussed the ways the County roads will be repaired if the Bond measure passes and advised the County roads will continue to decline if the Bond measure does not pass.

2. **BILL GOODMAN – TILLAMOOK COUNTY CITIZENS FOR SUSTAINABLE ROADS COMMITTEE—**

- Other counties have increased revenues through bond measures and increased taxes. Tillamook County has not done anything to solve the problem of the poor roads in the County.
- If nothing changes the roads will become more dangerous.
- Reviewed various options to bring in money to repair county roads. Committee decided to propose a \$15 million bond measure to be paid back in a 10 year period. Would fix 37 miles of road at \$.46 per \$1000 of assessed valuation. Home with a market value of \$300,000 would be on the county tax rolls at assessed value of \$200,000 and would pay about \$92.00 per year (\$.25/day) for the bond. 780 signatures were gathered at the fair.
- November 8, 2011 will be the election to vote on this Bond measure.
- Two bonds will be retiring in the next 2 years (\$.41).
- **Goodman** stressed the importance of safe roads and lobbied for the Bond Measure that will be up for vote, stating the Bond is affordable, and would be completed in 10 years.

**Councilor Harris** inquired about what happened three years ago. **Goodman** responded three years ago Tillamook County initiated a tax measure to the voters of \$1.00/1,000. People believed it was too expensive and failed 2-1. **Goodman** added our roads are dangerous and need to be repaired. Poor road conditions will affect small towns. The new Bond measure is on the ballot that will come out on October 18, 2011.

**CITIZENS HEARING/AUDIENCE COMMENTS:** None

**PENDING BUSINESS:**

1. **TILLAMOOK REVITALIZATION ASSOCIATION (TRA) REVITALIZATION PLAN—**

**City Manager Wyntergreen** introduced the topic of the need to amend the TRA Three Year Action Plan as discussed during the September 19, 2011 meeting. **Chris Kell**, Administrative Assistant at TRA amended and submitted the changes of the **Three Year Action Plan per Business Surcharge Resolution** per **Mayor Weber's** instructions at the September 19, 2011 meeting stating the plan is needing quantifiable objectives with numbers related to them. There was discussion from **Councilor Forster**, **City Manager Wyntergreen**, **Councilor Henson** and **Councilor Harris** as to whether or not the changes met the conditions of the request. Paragraph four of the resolution states, "Stable funding for both the Farmer's Market and Second Street Public Market by the end of 2014 is a high priority." **Councilor Forster** did not believe this statement was quantifiable. **Councilor Henson** commented TRA is attempting to become independent. They are in the process of brainstorming and finding the quantifiable objectives. **Councilor Forster** would like to see the Plan be fine-tuned with measurable outcomes and objectives. **Councilor Harris** agreed more tangible goals need to be in the plan in order to determine if goals were met by TRA. **City Manager Wyntergreen** is willing to continue to work with TRA to ensure measurable goals and objectives are in the plan. **Councilor Sandusky** moved to table the discussion until the next meeting and encourage the TRA to have another session to fine tune the Resolution. **Councilor Davy** seconded. **Mayor Weber** clarified that the motion be tabled until the next meeting. **City Manager Wyntergreen**, **Councilor Henson**, and **Chris Kell** will meet to provide more quantifiable results for the plan. During discussion, **Councilor Henson** requested this same type of scrutiny with all organizations that receive money. **Councilor Forster** agreed with the statement. The motion carried 5-1 by Council seated. Nay vote was cast by **Councilor Henson**.

**NEW BUSINESS:**

1. **SPECIAL EVENTS REQUEST: POURTABLES SPECIAL EVENTS—**

**Dan DeSylvia** and **Steve Cham** presented a proposal from Pourtables Special Events – caterers and beverage services for special events. They are proposing a monthly, street party in 2012 at the Farmer's Market location. The parties would have different themes celebrating Tillamook's diverse cultural lifestyles. Laurel Avenue is already closed on Saturday and this would continue for three to four hours after the current closure time. **DeSylvia** and **Cham** were not familiar with TRA until tonight and have not yet spoken to TRA about this proposal. They have spoken to **Justin Aufdermauer**, Tillamook County Chamber of Commerce, **Mareena Schrom**, Tillamook Farmers Market; **Terry Wright**, Tillamook City Police and **Samantha Swindler**, Headlight Herald. **Mayor Weber** suggested they speak to TRA. Their conversation with Farmer's Market offered the option to keep the Farmers Market vendors open during the extended time period. They would add additional vendors and also have a beer/wine garden. Event ideas like an Oktoberfest are an effort to bring some life to downtown Tillamook making it a stopping pace for travelers. **Councilor Sandusky** requested clarification of item #4 of the proposal which states "charitable contributions." Pourtables would like to find charitable organizations within the community to donate a portion of the proceeds. **Councilor Henson** advised them to be mindful of the weather issues for outdoor events. He also advised to contact **Chris Kell** with TRA. **Councilor Harris** supports this endeavor and advised "that's what tents are for." **DeSylvia** and **Cham** will follow-up with TRA.

2. **PROCESS FOR REVIEW OF CITY RECORDER POSITION—**

**Mayor Weber** proposed two ways to complete the hiring process for the City Recorder position.

1. City Council members review all applications and prioritize them;
2. Appoint a committee, such as the personnel committee, who can do a first filter on the applications and bring them back to the City Council to decide who they would like to interview.

Twenty applications have been received and the application deadline has passed. **Councilor Henson** would like the City Council to review all twenty applications. **Councilor Harris** agreed with **Councilor Henson**, the entire City Council should have ownership of this as they are responsible for hiring the person.

**Mayor Weber** stated, following the review of the applications, the next step would be come together as a group, prioritize the applications and decide on the interviewees and interview process.

**Councilor Sandusky** moved the City Council review all twenty applicants and then come together in one or more meetings and discuss prioritizing the applicants until they come up with a list of people to be interviewed. **Councilor**

**Henson seconded. City Recorder Sorensen will make tally sheets and the Council members will come into the office to review applications rather than make copies of the 20 applications for the Council Members. The motion carried unanimously by Council seated.**

**City Manager Wyntergreen** needs to have a recommendation for hire at the first meeting in November. **Councilor Harris** suggested putting together a timeline for the process. **Mayor Weber** requested the council members conclude their evaluations by Monday, October 10, 2011. Special session of the Tillamook City Council was scheduled for Monday, October 10, 2011 at 1:00 p.m. to determine applicants who will be called for an interview. **Wyntergreen** suggested they interview 4-5 applicants.

#### **UPDATES:**

##### **1. LEAGUE OF OREGON CITIES CONFERENCE REPORTS—**

**Councilor Davy** provided a report of the conference. They met in Bend. It was a very positive opportunity. She attended break-out sessions pertaining to Disaster Preparedness. She is hoping people are making a plan and building a kit as it is not a matter of *if* this will happen, but *when* it will happen. Be prepared! She had an opportunity to go on a tour “Art in the Roundabouts” that is funded by Art in Public Places.

**Councilor Forster** found the conference was helpful in networking. The keynote speaker discussed the paradigm of change, stating we need to be mindful of the dollars available, how to spend them, how to get the outcomes measured, and look at partnerships between entities. **Forster** attended breakout sessions on councilor/management staff relations; collective bargaining, health insurance benefits and how to minimize costs; collaborative efforts in Columbia County. An additional session was Main Street project, which was of particular interest for TRA in particular, because of the struggles we are having in Tillamook. It is a program worth looking into. There is a conference in Baker City this week discussing how that city has overcome some of the same problems and conditions we have. We don’t have to reinvent the wheel, but look at the resources that are available. The final session attended was a small city breakout session where he learned about other small cities and their challenges.

**Mayor Weber** returned from the conference with a lot of information on playground equipment for children, adults and dogs. She will share this information with Tillamook Urban Renewal Association. She took a tour of a creek she did not know existed – Whiteshoes Creek in Sisters. They are providing water year round for more irrigation for the neighboring area, fish ladders, and transformed dams for fish to be able to get over. As a result, they have been planting steelhead. There are 54 inch pipes taking water out of the creek for irrigation. She believes we could do something similar with Holden Creek. Problems other Mayors are having in their communities include medical marijuana, social media, and reverse mortgages. Some of the communities are establishing social service grants for utilities. **Weber** expressed the desire to find socially acceptable ways to help some of the people with water payments.

Also discussed was police protection and loss of funds. One city reported police protection costs 120% of property tax income. We must come up with ways of funding those sorts of things. Another key was economic development. She attended several sessions on Emergency Preparedness – Aumsville and the tornado, Sisters and the fires, Brookings and Florence on the tsunami. We have to be prepared for a myriad of emergency services. All of these things will require us to embrace change. The Main Street program’s conference is coming up next week. It would be good for TRA members to attend. She also attended a session on civility and how councilors can get along together and work together more effectively.

**Councilor Forster** discussed the hospitality room at the conference where people can get together, socialize, and have meaningful discussions where they find common ground. It was a good way to unify state through the collaboration of the League of Oregon Cities.

**Mayor Weber** thanked the following for contributing to the hospitality room: Jon Williams and the City of Garibaldi for smoked fish; the Tillamook County Creamery Association and Blue Heron for assorted cheese; Werner Meats and Debbie D’s for the array of meats. She also thanked Bernie, Bev and Mary for putting it all together.

##### **2. PUBLIC WORKS UPDATE—**

**Public Works Director Sullivan** began by requesting a future conversation with **City Manager Wyntergreen** to discuss an idea he has concerning economic development. The supervisor of Wastewater Division is considering a 4-day 10-hour shift work week. He would have to have a full compliment of staff in order to accomplish this – 416 hours of overtime would be eliminated. This would save \$12,218 to \$18,379 per year in overtime pay. He would like this to be considered.

**City Manager Wyntergreen** stated that in an effort to help the Tillamook County Creamery Association (TCCA) get rid of whey and butter fat waste, the City has commenced what will be a month-long test of processing the waste at the Waste Water Treatment Plant (WWTP). The project could save TCCA the disposal cost and bring revenue to the WWTP. TCCA will pay for the added cost of shipping the waste to the WWTP as well as hauling out the processed waste. They also discussed the process of decommissioning the old digester system to use for dairy farm waste.

**Director Sullivan** discussed the vehicle use policy – three division heads met with the Public Works Director to develop vehicle use policies that are applicable and consistent for the Public Works Department. The policies are designed to cover the operational needs of all divisions and allow for a logical and reasonable approach for City owned vehicle use under supervisor approval. Any time the vehicle is used for City business, it must meet the City's requirement per the Employee Handbook.

The Engineer of Record, NW Engineers, will be preparing an initial analysis of cost estimates for the Port of Tillamook Bay (POTB) sewer line request and sewer line routing concepts. **City Manager Wyntergreen** added that in exchange for us doing the design work on the sewer, POTB will do design work on the water through the use of their engineers, OTAK, so the two will fit together. They will look at a range of options and come up with a preferred solution which will have detailed cost estimates so funding can be sought. It is possible an inter-governmental agreement draft will be needed.

In an effort to meet DEQ's end of September deadline to present a plan on how the City will correct the problem the Street Division Supervisor has been working closely with NW Engineers on line cleaning and the TV recording of sanitary/storm cross-connections.. The solution is to slip-line the pipes. The plan will be drafted and sent to DEQ.

A Letter of Interest was sent to Infrastructure Finance Authority (IFA) for possible funding on the Fawcett Creek project. **Director Sullivan** will be attending the ODOT meeting on Wednesday.

#### **PUBLIC WORKS MONTHLY REPORT—**

**Water Division:** Finalized paperwork and agreement for an easement for a new raw waterline on Hurliman Hill from the Fawcett Creek diversion pond. They have been troubleshooting flow control valve issues at the water plant. The 1.1 million gallon reservoir has been taken out of service and drained for cleaning – completed by our own workers.

**Street Division:** Striping has been almost completed – the Street department did a good job. The crew has been working with the City Engineer on doing line cleaning and TV work for data collection for the sanitary and storm inter-connect solutions plan for DEQ approval. All of the Parks have been mowed.

**Sewer Division:** Interviews for wastewater treatment operators will be done on Thursday. The new hire will be completed soon. **Councilor Forster** encouraged Council members to tour the Wastewater Treatment Plant.

**General:** The 48-inch culverts on Holden Creek are fine. There is a grade elevation difference that needs to be dealt with. The flow line must be reestablished. **City Manager Wyntergreen** added they are attempting to revitalize the Holden Creek working group – ODFW is hosting the meeting on October 13, 2011 at 9:30 a.m. He also submitted a grant request for design and planning work on the downstream end from Miller Avenue to the mouth of the creek, including the tide gates and sedimentation issue. **Councilor Davy** asked about the work party from the high school cutting the brush along the creek. **Wyntergreen** advised work parties have been put together and working well.

**Public Works Director Sullivan** reported working with the City Engineer on the Storm Water Master Plan update and looking at alternative concepts to getting a 12" water main to Marolf Loop for future expansion.

#### **LEGISLATIVE:**

1. **RESOLUTION: ESTABLISHING FEES FOR SERVICE AND EQUIPMENT PROVIDED BY THE PUBLIC WORKS DEPARTMENT—**

**City Manager Wyntergreen** advised this is a recommendation from the Public Works Committee. There are outside agencies that occasionally request the use of equipment and/or services. This resolution provides a structure for us to bill the agencies for the use of equipment. Use of the equipment demands City employees go with it as use of the equipment requires specific training. The City will use the billable rates from FEMA's rating sheet that provides a structure to bill for the employee's time. It also provides a point of reference and helps with budgeting. This will be an aid to the City as well as to local agencies when our services are requested. **Councilor Harris** moved to approve the Resolution Establishing Fees for Services and Equipment Provided Through the Public Works Department of the City Of Tillamook. **Councilor Martin** seconded. **Councilor Forster** asked if this would mandate we charge for usage of equipment when we are collaborating or partnering with another agency. **City Manager Wyntergreen** confirmed it would not. The motion carried unanimously by Council seated.

2. **RESOLUTION: REVISING THE CITY'S EMPLOYEE HANDBOOK OF PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT OF THE CITY OF TILLAMOOK, AND AMENDING RESOLUTION NO. 1586—**

**City Manager Wyntergreen** discussed the benefit of revising the City's Employee Handbook, "Mobile Communications Device Usage (Cellular)" section on page 28. This would restructure the City's Mobile Communications Device policies in order to ensure compliance with the Oregon Government Ethics Commission regulations. This resolution is needed in order to allow cell phones to become a part of the "official compensation package" and to comply with the Oregon Revised Statute 244.040 (2) (a) and Oregon Administrative Rule 199-005-0035. The resolution deletes the allowance portion of the Employee

Handbook, "Mobile Communications Device Usage (Cellular)" section on page 28 and adds language to the Employee Handbook that sets it up under the compensation section. This approach will save the City approximately \$3,000 annually. The plan sets policies about over-usage to avoid cost overruns. **Councilor Sandusky** asked if any positions will lose the use of cell phones. **City Manager Wyntergreen** confirmed no employee will lose a cell phone due to this Resolution. **Councilor Sandusky** moved to approve the Resolution Revising the City's Employee Handbook of Procedures and Conditions of City Employment of the City of Tillamook, and amending Resolution No. 1586. **Councilor Forster** seconded. The motion carried unanimously by Council seated.

3. **ORDINANCE: SECOND READING NAMING OF NORTH MAIN AVENUE—**

**Councilor Sandusky** moved for the second reading of an Ordinance providing for the naming of that portion of the US Highway 101 Right-of-Way North of Hoquarton Slough, South of Wilson River and the City Limits line, located within the City of Tillamook, Tillamook County, Oregon, and repealing all ordinances and parts of ordinances in conflict herewith by Title only. **Councilor Forster** seconded. **City Recorder Sorensen** advised she has received no comment on the Ordinance. The motion carried unanimously by Council seated. **City Recorder Sorensen** read the ordinance by Title only.

**Councilor Martin** moved that we adopt the ordinance. **Councilor Forster** seconded. The ordinance was adopted unanimously by the following roll call vote:

<b>Councilor Joe Martin</b>	<b>Aye</b>	<b>Councilor Steven Forster</b>	<b>Aye</b>
<b>Councilor Matthew Harris</b>	<b>Aye</b>	<b>Councilor John Sandusky</b>	<b>Aye</b>
<b>Councilor Cheryl Davy</b>	<b>Aye</b>	<b>Councilor Doug Henson</b>	<b>Aye</b>

**COUNCIL CONCERNS: Non-Agenda Items**

**Councilor Martin** commented this was the first time in a long time that Council Members came back from the League of Oregon Cities conference and shared what they learned. He thanked the Council Members.

**Councilor Henson** agreed with **Councilor Martin's** comment and would like to see the City of Tillamook implement something that was brought back from the conference. He has questions regarding the update on the Holden Creek project. Requested confirmation if this is a City project. **Mayor Weber** reviewed the meeting last spring at the High School. It was decided it would be the City's responsibility to reform the group and the meeting is scheduled for October 13, 2012. The goal is to pull information together and decide how to proceed in order to get the rest of Holden Creek cleaned up. **City Manager Wyntergreen** confirmed and stated the Oregon Department of Fish and Wildlife is hosting the meeting, but City of Tillamook is taking the responsibility.

**Councilor Henson** discussed the Community Development Block Grant – the City is going to set up a workshop to discuss the grant submission. **City Manager Wyntergreen** sent a request to Melanie Olson for a date in October. October did not work for them. There is an alternative date in early November. **Wyntergreen** did not have the dates, but will look them up and forward details to Council Members.

**Councilor Forster** has all of the material for the Community Development Block Grant and the requirements. It is a lengthy process. It is highly recommended they do the workshop first. **City Manager Wyntergreen** stressed with the proposal we must have an organization in place and ready to assume the responsibility of operating it five years. If it is not sustained for five years, there is a possibility the City may have to pay back the grant money.

**MONTHLY REPORTS:**

1. **POLICE CHIEF—**

**Mayor Weber** reviewed the Police Department report. A copy of the Monthly Report to Mayor and Council for September, 2011 is attached and made a part of the record by this reference.

**Councilor Forester** reminded City Council there will be a Disaster Preparedness event in June 2012 with a full evacuation. They have hired two people through the DOGAMI grant, Jeanelle Wyntergreen and Jerry Rilette – former Emergency Management Director from Rockaway. There will be a table top exercise for City Council.

**Councilor Davy** advised there is CERT training this weekend in Nehalem and thought all Council Members to get involved participate in training. **Mayor Weber** pointed out the League of Oregon Cities noted, that Shirley Kalkhoven's City, (Mayor of Nehalem) is the most prepared city for disaster on the Oregon Coast. She and the City of Nehalem have worked very hard and are a model of preparedness. **Councilor Davy** added they are the most prepared in the State of Oregon and possibly in the whole United States.

2. **CITY PLANNER—**

**Mayor Weber** noted each Councilor had a copy of the City Planner's report. A copy of the September 2011 Monthly Report, City Planning Department report is attached and made a part of the record by this reference.

**Councilor Henson** discussed with **Mayor Weber**, as the liaison to the City Planning Committee, he will attend the meeting on October 6, 2011 (and all monthly meetings).

3. **MAYOR—**

**Councilor Martin** resigned his position as Liaison/Member to the Tillamook Urban Renewal Association (TURA). **Councilor Davy** has consented to serve on the TURA board as a Liaison/Member. **Councilor Forster moved to appoint Cheryl Davy to the Urban Renewal board to fulfill the term vacated by Joe Martin. Councilor Harris seconded. The motion carried unanimously by Council seated.**

**COMMITTEE REPORTS:**

1. **TILLAMOOK URBAN RENEWAL AGENCY (TURA) —**

**Councilor Sandusky** reported the board accepted the resignation of Joe Martin. He also reported they discussed the progress on one of the first loan/grant programs for downtown, which is the painting of the Beal's Building. They are to start on the replacement of the awning this week.

The **Streetscapes** committee is putting together a plan for other building owners they would like to approach to discuss the need for painting. Both of the walls next to Napa Auto Parts and the former WorkForce Oregon buildings have been painted.

2. **BEAUTIFICATION COMMITTEE—**

**Councilor Harris** reported the committee met on September 23, 2011 and mainly discussed the Christmas celebration that is to be held on December 3, 2011 – making sure everyone knows what their assignments are and what needs to be done for the event.

The next meeting is scheduled for October 25, 2011 at 10:00 a.m. at City Hall.

**STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION:**

**Mayor Weber** announced the Mayor's Ball will be held October 22, 2011.

**AUTHORIZATION TO PAY BILLS:**

Copies of the Computer Check Proof Lists are attached and by this reference are made a part of the record. **Councilor Martin moved to pay the bills as presented. Councilor Sandusky seconded. Motion carried unanimously by Council Seated.** Bills were paid in the following total amount.

**GENERAL CHECKING ACCOUNT**

A/P Batch 09/20/2011	Check # 31269 – 31270	\$	447.85
A/P Batch 09/27/2011	Check # 31271	\$	1,895.98
A/P Batch 10/03/2011	Check # 31272 - 31318	\$	47,902.63

**ADJOURNMENT:**

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:20 p.m.

**APPROVED:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Date



**TILLAMOOK CITY COUNCIL MEETING  
MONDAY, OCTOBER 17, 2011  
CITY HALL, 210 LAUREL AVENUE**

**CALL TO ORDER/FLAG SALUTE:**

**Mayor Suzanne Weber** called the regular City Council meeting to order and led the Pledge of Allegiance at 7:00 p.m.

**ROLL CALL:**

**Those present for roll call:**

Mayor Suzanne Weber  
Councilor Joe Martin  
Councilor Matthew Harris  
Councilor Cheryl Davy  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** None

**Staff Present:**

Paul Wyntergreen, City Manager  
Bernadette Sorensen, City Recorder

**AGENDA:**

The posted agenda for the meeting of October 17, 2011 is attached and by this reference is made a part of the record.

**MINUTES:** Council minutes were provided for the October 10, 2011 Special City Council meeting. There were no corrections, additions or deletions to the minutes. **Councilor Sandusky moved the Council approve the minutes for the October 10, 2011 Special City Council meeting. The motion was seconded by Councilor Henson. The motion carried unanimously by Council seated.**

**PROCLAMATIONS:** None

**PRESENTATIONS/UPDATES/REQUESTS:** None

**PUBLIC HEARINGS:**

1. **OLCC APPLICATION – CARSON OIL CO., PATRICE GALLES—**

**City Manager Wyntergreen** reported this is a request for a change of ownership of the K & B Deli Mart being assumed by Carson Oil Company. **Chief Wright** had reviewed the request and submitted the Background Investigation/License Applications stating no adverse information was found and is recommending approval. No comments or correspondence have been received. Application change fee needs to be paid.

**Councilor Sandusky moved to approve the change of ownership and OLCC License to Carson Oil at the K & B Deli Mart. Councilor Forster seconded. The motion carried unanimously by Council seated.**

**CITIZENS HEARING/AUDIENCE COMMENTS:** None

**PENDING BUSINESS:**

1. **TILLAMOOK REVITALIZATION ASSOCIATION (TRA) REVISED ACTION PLAN—**

**City Manager Wyntergreen** advised the Council he met with **Chris Kell, Administrative Assistant** for TRA, as instructed at the prior City Council meeting. Their objective was to revise the plan to contain more objective numbers and goals. A copy of

the amended plan dated October 17, 2011 is attached and by this reference is made a part of the record. There was some discussion and clarification of the plan's budget. Also discussed was office space for TRA, and the difference between the roles of TRA and Second Street Public Market.

**Councilor Sandusky moved to approve Three Year Action Plan Per Business Surcharge Resolution Amended October 17, 2011 with modification of moving paragraph four to the Public Market section of the plan. Councilor Henson seconded. Councilor Forster suggested a workshop to discuss TRA plans and review similar projects discussed at the League of Oregon Cities conference. This workshop would include discussion of TRT and any money given. The motion carried unanimously by Council seated.**

2. **SCHMIDT PROPERTY—**

**City Manager Wyntergreen** stated the legal description originally provided to the City Council was incorrect. It included a neighboring parcel the City did not have the right to take control of. The Deed has been revised and the attorney requested it be brought back before the council for reaffirmation.

**Councilor Harris moved to approve the Mayor's signature on the revised Deed. Councilor Davy seconded. The motion carried unanimously by Council seated.**

**NEW BUSINESS:**

1. **RECREATION TRAILS GRANT OPPORTUNITY—**

**City Manager Wyntergreen** introduced the 2011-2012 Recreational Trails Grant Program Schedule. The Mandatory Letter of Intent is due October 28, 2011 and he needs to know if the Council would like to pursue this action. Phase 1 of the plan, Hoquarton Park, was previously submitted and has been completed. Phase 2 has not been approved by the planning committee so it can be revised. The grant program awards range from \$20,000 - \$160,000 and require a 20% match. The dollar value does not have to be declared in the Letter of Intent. The Full Grant Application is due January 13, 2012 and the grant award would be made in May. If Council decides to pursue the Grant application, it would be assigned to the Beautification Committee.

**Wyntergreen** does not want to spend the time writing the Grant if the Council is not interested in moving forward. **Councilor Martin** asked if we receive the grant, will the State then tell us what we can and cannot do on this property, or is that up to the local committee? **Wyntergreen** stated if the State provides money for recreational trails they want assurance that it will be maintained for that use.

**Councilor Harris moved to charge City Manager Wyntergreen to file a Mandatory Letter of Intent to Oregon State Parks for a Recreational Trail Grant opportunity. Councilor Forster seconded. Councilor Henson requested clarification of property. City Manager Wyntergreen clarified per Hoquarton Interpretive Trail Concept Map. Decisions will be made by the Beautification Committee. The motion carried unanimously by Council seated.**

**UPDATES:**

1. **HOLDEN CREEK COMMITTEE REPORT—**

**City Manager Wyntergreen** reported Clair Thomas walked the group through what had been done and began the prioritization process over the next five-plus years. The schedule will be presented at the next meeting in November. Notice of date and time will be sent out. They will finalize goals and objectives and determine how they will be accomplished. A grant has been submitted for the Tillamook Estuary Partnership which includes the tide-gates. The high school is monitoring the clean-up. The committee is moving forward in order to be prepared for the work period July through September 2012. Oregon Department of Fish and Wildlife was in attendance and willing to help. Additional groups are helping clean up the east end of the high school property. The plans include planting 5,000+ evergreen trees in the area.

**LEGISLATIVE:**

1. **RESOLUTION: AUTHORIZING AN INTERFUND CAPITAL LOAN FROM THE WATER FUND TO THE STREET FUND TO ADDRESS ENVIRONMENTAL CLEAN-UP OF THE PUBLIC WORKS SHOPS—**

**City Manager Wyntergreen** introduced the Resolution that is to address the clean-up of the underground contamination of the City's Public Works shops. Level one and level two assessments have been completed. This was an unknown issue at the time the budget was put into place. As there are no funds available for this project in the Street Fund, this resolution would allow money to be borrowed from the Water Fund. Once the sale of the property is completed, the Water Fund would be repaid. The resolution is necessary under ORS 294-460. The maximum amount of the loan would be \$40,000 from the Water Fund to the Street Fund. It will be paid over a five-year period at the rate of 1%. A full grant application is being submitted to DEQ. If this is received the City would have to pay the match of \$6,300. **Councilor Sandusky moved for the Approval of a Resolution Authorizing an Interfund Capital Loan from the Water Fund to the Street Fund to Address Environmental Clean-Up of the Public Works Shops. Councilor Forster seconded. The motion carried unanimously by Council seated.**

### **COUNCIL CONCERNS: Non-Agenda Items**

**Councilor Martin** would like to see the City Council adopt an ordinance about panhandling as some of the signs are inappropriate. **City Manager Wyntergreen** advised there are panhandling ordinances that can be adopted. **Councilor Forster** discussed looking at the City's Nuisance Ordinances by placing review of the Nuisance Ordinances on the agenda for the Public Safety Committee meeting.

**Councilor Henson** agreed some of the signs are inappropriate, but some people are in dire straits. **Henson** proceeded to discuss a family he met, visiting from out of town with a child. They were looking for a park with playground equipment and he could not think of one. **Mayor Weber** discussed the playground equipment situation and that the Beautification Committee is looking at ways to place new equipment in Goodspeed Park. There is a TURA match available. **City Manager Wyntergreen** advised there was \$21,000 set aside with TURA for the specific purpose of playground equipment. There will be a workshop on Thursday, October 20, 2011 at 5:00 p.m. at the County Library to discuss the City parks.

### **MONTHLY REPORTS:**

1. **CITY RECORDER—**

**City Recorder Sorensen** reviewed the September 2011 City Recorder's report. A copy of the Monthly Report to Mayor and Council for September, 2011 is attached and made a part of the record by this reference.

2. **MAYOR—**

**Mayor Weber** advised Councilors the Tillamook County Health Department is having an open house on Tuesday, October 25, 2011 to acquaint people with their facility and new addition. **Weber** mentioned the Mayor's Ball on Saturday, October 22, 2011 and hopes all will attend. **Weber** also announced the Farmer's Market and the Food Roots Group are having a fund-raiser dinner at the Swiss Hall Sunday, October 23, 2011 from 2-5 p.m. The charge is \$15 per person or \$25 per couple. **Weber** wished a Happy Birthday to City Manager Wyntergreen.

### **COMMITTEE REPORTS:**

1. **TILLAMOOK URBAN RENEWAL AGENCY (TURA) —**

**Councilor Sandusky** reported the committee spoke with the Tillamook Elks Club and they have recently painted their building. TURA helped with removal of sheet metal and windows and continue work on the cleanup of the alleyway. The painting and awning on the Beal's Building is now complete. The Proposal Committee will be meeting with another downtown business person to discuss painting and awnings of the Anderson Florist location. The committee has completed their plan to continue the process of assisting businesses with exterior painting and awnings. **Mayor Weber** recognized two additional businesses that independently completed work on the exterior of their buildings – the H&R Block Building and the north wall of the building that used to be WorkForce.

2. **ASSOCIATIONS COMMITTEE—**

**Councilor Henson** reported the committee met at the Cheese Factory and had a good turnout. They are getting a better feel for what the community needs and are the steering committee to make recommendations to the Chamber of Commerce and TURA as they will accomplish more if they work together. **Justin Aufdermauer** reviewed the plans. Tillamook has numerous destination spots and they have identified visitors do not know about all of the attractions available when they visit. The Committee discussed signage and a website for visitors to obtain information. Their goal is to come up with new projects each month.

**Councilor Davy** initiated the discussion that TURA has established a color scheme for the city and asked if business owners are aware and coming to TURA to obtain the information. **City Manager Wyntergreen** advised the color scheme is not required, but is part of the Town Center Plan.

**City Manager Wyntergreen** informed the Council, in relation to the Associations Committee, he received an announcement from the Department of Land Conservation and Development that a grant in the amount of \$25,000 for an Economic Opportunity Analysis with the County has been received. Depending on the results of the study, the City may be able to work with the County to determine the best place for industrial and commercial land in the City and possibly do some repositioning of zones.

3. **CITY MANAGER – MISCELLANEOUS—**

**City Manager Wyntergreen** announced Officer Lyle McFarland submitted his Letter of Resignation effective November 30, 2011. **Wyntergreen** stated Chief Wright will be completing a two-part process to fill the vacancy. He will advertise for certified or certifiable officers in hopes to hire an officer that will not have to go to the academy. If there is not a significant response, he will review the list of candidates from last year.

**City Manager Wyntergreen** advised they have hired a technician for the wastewater treatment plant who will start on November 1, 2011. The City Recorder interviews will be on October 22, 2011 and October 24, 2011.

**City Manager Wyntergreen** reminded the Council the packet contains an update on TRT funding. He clarified in column one of the spreadsheet it states "10% of Tax" and should state "1% of Tax".

**City Manager Wyntergreen** received notice from Charter and they would like to discuss renewal of their franchise.

**City Manager Wyntergreen** stated there is empty office space at the Transit Center. The tsunami outreach group would like to use this space from December 3, 2011 through June 2012 to put out brochures about visitor information and tsunami outreach.

**AUTHORIZATION TO PAY BILLS:**

Copies of the Computer Check Proof Lists dated 10/17/2011 are attached and by this reference are made a part of the record. **Councilor Martin moved to pay the bills as presented. Councilor Sandusky seconded. Motion carried unanimously by Council Seated.** Bills were paid in the following total amount.

**GENERAL CHECKING ACCOUNT**

<b>A/P Batch 10/17/2011</b>	<b>Check # 31403</b>	<b>\$ 366.43</b>
<b>A/P Batch 10/14/2011</b>	<b>Check # 31323 – 31402</b>	<b>\$ 98,757.24</b>
<b>A/P Batch 10/11/2011</b>	<b>Check # 31321 – 31322</b>	<b>\$ 4,029.00</b>
<b>A/P Batch 10/04/2011</b>	<b>Check # 31320</b>	<b>\$ 67.00</b>

**ADJOURNMENT:**

There being no further business Mayor Suzanne Weber adjourned the meeting at 9:05 p.m.

**APPROVED:**

\_\_\_\_\_  
**Mayor** **Date**

**ATTEST:**

\_\_\_\_\_  
**City Recorder** **Date**

**CITY OF TILLAMOOK**  
City Hall, 210 Laurel Avenue  
**City Council Meeting Minutes**  
Tuesday, January 17, 2012

**I. WORKSHOP: Hoquarton-FEMA Properties**

**II. CALL TO ORDER**

**Councilor Sandusky** called to order the regular meeting of the Tillamook City Council at 7:08 p.m. on Tuesday, January 17, 2012 in City Hall at 210 Laurel Avenue in Tillamook, Oregon.

**III. ROLL CALL**

**City Recorder Donowho** conducted a roll call. The following persons were present:

Councilor Joe Martin  
Councilor Matt Harris  
Councilor Cheryl Davy  
Councilor Steven Forster  
Councilor John Sandusky  
Councilor Doug Henson

**Absent:** Mayor Weber (Excused)

**Staff Present:**

Paul Wyntergreen, City Manager  
Abigail Donowho, City Recorder

**IV. AGENDA**

The posted agenda for the meeting of January 17, 2012 is attached and by this reference is made a part of the record.

**V. ADDITIONAL INFORMATION PROVIDED TO MEMBERS AFTER PACKET ISSUED: (Copies attached)**

- a.) OLCC Licensing Background Check Results for Second Street Public Market (per amended agenda)
- b.) Finance Committee Meeting Minutes (Exhibit A)

**VI. MINUTES**

Council minutes for May 3, 2010, August 2, 2010, September 20, 2010, July 18, 2011, and January 3, 2012 were provided for Council via e-mail and a hard copy at the meeting. **Councilor Forster** noted his concern of the minutes being behind, that the nuances may not be captured as they would if they had been done in a timely manner. Councilor Henson agreed with Councilor Forster. **City Recorder Donowho** clarified that the volume of minutes is high at present as she works to catch up any meetings that were not yet finished. She asked the Council to note that they have received and will continue to receive minutes from the most recent meeting. **Councilor Davy moved to approve the minutes for May 3, 2010, August 2, 2010, September 20, 2010, July 18, 2011, and January 3, 2012 as submitted. Councilor Forster seconded. The minutes were approved as submitted in Council packets unanimously by Council seated.**

**VII. CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items: None**

**VIII. NEW BUSINESS**

- a) **OLCC License—Second Street Public Market Limited On-Premises**—City Recorder Donowho brought the licensing issue before the Council. Second Street Public Market has applied for an additional privilege of a limited on-premises license. Although they had applied and gone through the Council in March of 2011, not all of the necessary paperwork was filed with the State, necessitating a second application from the Market. The

license was advertised in the Headlight Herald on January 11, 2012; no public comment was received.

**Councilor Forster moved to approve the OLCC License application. Councilor Harris seconded. The motion carried unanimously by Council seated.**

- b) **2012 Standing Committee Appointments**—Due to the absence of Mayor Weber, **Council President Sandusky** postponed this item until the first meeting in February.
- c) **Design/Vision for Centerpiece Park**—**Council President Sandusky** recapped the workshop's ideas to be incorporated into the general area of the Hoquarton Slough and Dean Memorial Wayside area. **City Manager Wyntergreen** noted that the current year's budget has \$5000 set aside for vision and design projects. He asked if the Council would like to spend any of that money (this fiscal year) to have a professional concept drawn, or if they would like to continue with staff concepts at this point. The National Parks Services does help some with projects such as these. **Councilor Sandusky** asked for thoughts from the Council. **Councilor Forster** thought it premature to spend money as they need to get a better picture of what will be done with the area. **Councilor Henson** concurs with Councilor Forster that the brainstorming process with the staff resources available is good. **Councilor Sandusky** would like to see another draft, similar to what was outlined in the workshop that incorporates the many great ideas. **Councilor Davy** voiced the hope to see Wyntergreen's and Planner Mattison's ideas merged into one. The Council agreed to see another draft and wait on spending any money on the design.

## IX. COUNCIL CONCERNS

- a) **Councilor Davy** would like to thank Denise H. for being a guardian angel during her recent trip over Highway 6 on January 16, 2012. She helped Councilor Davy install and remove the chains on her vehicle. She is thankful for the help provided by Denise.
- b) **Councilor Sandusky** commented that a dog park needs to be involved somewhere in the city planning as the parks and improvements to the City are addressed.
- c) **Councilor Forster** says thank you to the Tillamook Fire Department and Cape Meares for the hose training they provided, as well as for hosing off the ramp for boaters.

## X. MONTHLY REPORTS

- a) **City Manager**—**City Manager Wyntergreen** noted that PUD will be hosting a workshop this Thursday at 1:30pm. The invitation has been extended to the entire City Council. **Wyntergreen** would like to have a tally of the attending councilors in case of a quorum. Councilors Martin, Sandusky, and Forster will attend. The invitation was declined by Councilors Harris, Davy, and Henson. As there will not be a quorum, their attendance will not necessitate a posting of a special meeting.

**Wyntergreen** gave a quick overview that the Recreational Trails Grant Request went out Friday, the playground equipment has been installed at Goodspeed Park, and funding has arrived from TURA and Bob Riggert. Once the soft ground material has arrived, a grand opening could be planned.

The City Attorney is working on a draft lease for the electric charging station—it will be about a month until the draft is ready. TURA is working on boundary adjustments and project lists, including some plans for the Safeway area as well. **Wyntergreen** noted the Council should watch for TURA's ideas and submit more to Councilor Davy or Sandusky for the agency to review.

**Wyntergreen** attended the EDC meeting and the COLPAC meeting for the Mayor. Discussions commenced regarding the "rails and trails" concept—an idea to connect many areas together (Scappoose, Tillamook, Vernonia, and surrounding areas) with a scenic railroad trip. The North Coast Scenic Railroad wants to bring multiple functions to the program. There is tourism potential as it is one of the longest trails anywhere in Oregon and possibly the nation, and could someday be internationally acclaimed. A lease between the Port and Scenic Railroad should be released this week for moving forward. There are some positive ramifications for the City with the Blue Heron, Goodspeed Park, and other destinations along the railroad route.

**Wyntergreen** provided an update on the Territorial Sea Plan that is looking at where energy facilities can be sited off the coast of Oregon. A side note from COLPAC—Rob Drake is in the finals for the Cornelius City Manager position. He reported the Associations Committee will be getting underway with the branding concept this spring, a tourism symposium will be March 12<sup>th</sup> at TBCC in the afternoon, and discussions regarding façade work downtown with window displays have begun. TURA and the Chamber are both interested in helping with this sort of promotion for the City. This is a good example of the Association’s Committee working with several organizations to attain one goal.

**Wyntergreen** Reported on the Finance Committee meeting, and stated the next meeting on the February 8, 2012. Quantifiable savings will be reported to both the Finance and Personnel Committees as alternate health care plans are researched. He noted that the City has two billboard leases that are antiquated. He will be working on a revised lease.

Budget planning is in the works. A five-year projection is being prepared for the City to include the best and worst case scenarios and use as a budgeting tool. The Personnel Committee will meet on January 31<sup>st</sup> to review the price index for the union contract as well. **Councilor Forster** asked about five-year projections. **Wyntergreen** explained that different scenarios will be outlined, in addition to “earned time off” vs. “vacation/sick leave,” etc.

The City Shops environmental work is done and we have received a “clean bill” from DEQ. More testing may need to be done between the two buildings where there was an oil spill. **Wyntergreen** will bring ideas of where to move the shops soon.

**Councilor Martin** is interested to see where the railroad will make a good connection from Banks to Tillamook.

- b) **City Recorder**—**City Recorder Donowho** submitted a written report to the Council in the packet to outline the various activities that are presently taking place for the offices of Recorder, Treasurer, Municipal Court, and Human Resources.
- c) **Finance Officer**—**City Manager Wyntergreen** noted the new report from the City’s Finance Officer, Jamy Wilson, regarding the City Revenue Reports. She is working on developing a more understandable format for the Council to track the information. An expense report will also be included in the future. **Councilor Sandusky** stated he likes the idea of expense vs. budget to keep the Council apprised. **Councilor Davy** noted a possible type-o in the October 2011 TRT amount.
- d) **Mayor**—No report due to the absence of Mayor Weber.

## **XI. COMMITTEE REPORTS**

- a) **Finance Committee**—**Councilor Martin** noted minutes from the meeting on January 11, 2012 were presented as Exhibit A. He pointed out to the Council that the Finance Committee approved expenditure for a Springbrook Software module.
- b) **Associations Committee**—**Councilor Davy** said they met at the POTB, and thanked Michelle Bradley for hosting. The OR Coast Scenic Railway updated the committee on the project and applauded the collaborative effort of moving the station during a major storm. The Port appreciated the extra effort after a culmination of 3 years’ work. She noted that when the Scenic Railroad is operational there will be a dinner train. Dan Briggs from EDC will host symposium on how government can help enhance tourism, getting attractions to come to the local area. **Davy** also reported that Justin Aufdermauer said the signs are on a bit of a hold due to PR firm help.
- c) **Urban Renewal**—**Councilor Sandusky** reported that TURA held a meeting last week, as covered by **Wyntergreen** in his report. The Association is still working on adjusting boundaries by taking new land that might be better utilized into the program. They continue to work on the façade improvement loan and grant program for downtown core businesses—two applications are in progress.
- d)

**XII. AUTHORIZATION TO PAY BILLS**

The Finance Committee had reviewed the current bills prepared for payment. A copy of the voucher register is attached and by this reference is made a part of the record. **Councilor Martin moved to pay the bills approved by the Committee. Councilor Davy seconded. Motion carried unanimously by Council seated.** Bills were paid in the following total amount:

**GENERAL CHECKING ACCOUNT**

<b>Special Batch 01/09/2012</b>	<b>Check #31735</b>	<b>\$ 736.94</b>
<b>A/P Batch 01/17/2012</b>	<b>Checks #31736-31799</b>	<b>\$ 95,256.76</b>
<b>Special Batch 01/17/2012</b>	<b>Checks #31800-31801</b>	<b>\$ 475.40</b>

**XIII. ADJOURNMENT**

There being no further business, **Council President Sandusky** adjourned the meeting at **7:46 p.m.**

Minutes approved by:

\_\_\_\_\_  
Suzanne Weber, Mayor

\_\_\_\_\_  
Date

Minutes submitted by:

\_\_\_\_\_  
Abigail Donowho, City Recorder

\_\_\_\_\_  
Date



## **COMMITTEE 2012 PRIORITIZED TASKS**

as referred by Mayor Weber

### **ASSOCIATIONS COMMITTEE**

Cheryl Davy – Chair; Doug Henson; Staff: Paul Wyntergreen

**Assignments:** Continue to work on a complementary balance between Downtown, North 101, newly-developing Third Street Corridor commercial and Hwy. 101 S. areas. Signage to encourage movement within the main area of Tillamook county. Encourage further economic development. Branding Tillamook.

### **BEAUTIFICATION/PARKS COMMITTEE**

Doug Henson– Chair; Steven Forster; Matt Harris;; Carolyn Decker;  
Staff: Paul Wyntergreen; Abby Donowho; & Arley Sullivan

**Assignments:** Invigorate Property Improvement awards; Help develop Parks Master Plan; Review potential usages of Schmidt/Hoquarton property.Centerpiece Park. Christmas Celebration. Entrance signs to city/ possible purchase of new banners..

### **FINANCE COMMITTEE**

Joe Martin – Chair; Doug Henson; John Sandusky;  
Staff: Paul Wyntergreen, Abby Donowho, Jamie Wilson

**Assignments:** Review Initial Budget draft with Budget Officer; Assess potential for returning to City Building Inspection services; Research employee insurance options. Discuss and recommend options for TRT fund structure. Five year projection of wages and benefits. Review the structure of the salary schedule and make recommendations.

### **PERSONNEL COMMITTEE**

John Sandusky – Chair; Steven Forster; Cheryl Davy;  
Staff: Paul Wyntergreen & Abby Donowho

**Assignments:** Evaluate salary schedule with merit increase, COLA, and overtime policies in relationship to other cities of similar size.; Review performance evaluation process. Review employment application for City of Tillamook and make recommendations. Five year projection of wages and benefits. Research best practice insurance options. In the winter of 2012, review the personnel manual and make recommendations for possible changes.

### **PUBLIC SAFETY COMMITTEE**

Steven P. Forster – Chair; John Sandusky; Matt Harris;  
Staff: Paul Wyntergreen; Terry Wright;

**Assignments:** Review potential Graffiti and Track-out ordinances; Promulgate approach for the future funding of Public Safety services; & Develop code enforcement protocols. Update the incident response plan. Be involved in Tsunami drill and education plans. Continue working for full staffing.

## PUBLIC WORKS COMMITTEE

Matt Harris – Chair; Joseph Martin; Cheryl Davy; Staff: Paul Wyntergreen & Arley Sullivan

Assignments: Review potential Obstruction of Natural Watercourse ordinance; Develop an Inflow & Infiltration reduction program; & Develop a street condition inventory and capital improvement program. Possible reorganization of Public works Dept. Relocation of city shops.

## PLANNING COMMISSION

Staff: Paul Wyntergreen & David Mattison

Assignments: Develop Parks Master Plan for adoption & Review Comprehensive Plan and Code for amendments to conform with City Vision.

## CITY COUNCIL

Staff: Paul Wyntergreen & Abby Donowho

Assignments: Begin developing 2012/13 Strategic Plan.

## Tillamook County Solid Waste Advisory Committee City Representative:

Joe Martin

## Planning Commission Liaison

Matt Harris and or Doug Henson

## TURA

John Sandusky and Cheryl Davy

## Holden Creek Working Group


Doug Henson, Steve Forster, John Sandusky

# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To: City Manager Paul Wyntergreen, Mayor, City Council Members**

**From: David Mattison,  City Planner**

**Date: 2/02/12**

**Re: Tillamook County Multi-Jurisdiction Natural Hazard Mitigation Plan**

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I have reviewed the City of Tillamook's separate plan as part of the Tillamook County Multi-Jurisdiction Natural Hazard Mitigation Plan provided to me by VLG Consulting, and have the following comments.

Section 3, Mitigation Goals and Action Items, FEMA 13: Local Hazard Mitigation Goals, identifies four (4) goals and their objectives adopted by the City of Tillamook to apply comprehensively to each hazard.

GOAL 1: Develop and implement mitigation initiatives to reduce hazards to life, businesses, property, and environmental systems.

**Objectives:**

1. Evaluate applicable city ordinances and capital improvement plans to ensure that they guide development that reduces potential for hazard
2. Promote insurance coverage to provide economic recovery after a disaster
3. Preserve environmental systems to serve natural hazard mitigation functions
4. Continuously develop and update natural hazard related data

GOAL 2: Implement effective mitigation projects and activities

**Objectives:**

1. Evaluate mitigation projects and activities for benefit/cost analysis and cost effective analysis
2. Educate the public about hazard risks and mitigation project implementation
3. Consistently seek diverse funding and resource partnerships for mitigation project and activity implementation

GOAL 3: Enhance Emergency Services and the capabilities of Local First Responders

**Objectives:**

1. Enhance community self-sustainability
2. Prepare first responders with training and equipment
3. Strengthen emergency operations through improvements to communication and coordination
4. Coordinate hazard mitigation with emergency operations plans and procedures

GOAL 4: Improve regional coordination and communication

**Objectives:**

1. Participate in the Regional Hazard Mitigation Steering Committee
2. Maintain an active Emergency Preparedness Committee
3. Survey the community and develop response plans for each potential hazard

The City already has a goal, objectives, and policies identified in the City Comprehensive Plan that deal with State Goal 7, Areas Subject to Natural Hazards and Disasters.

## Natural Hazards

**Goal:** "To protect life and property from natural disasters and hazards."

**Objective:** "To maintain damage or loss of life and property caused by natural hazards in the Tillamook area by carefully managing development and redevelopment in areas subject to natural hazards."

**Policy 106:** Development may take place within areas of natural hazards only if appropriate safeguards are provided to protect the property in question as well as adjacent properties, from damage. A developer shall assume the burden of proof that a development project is appropriate in this regard.

**Policy 107:** In all areas of flood hazard the requirements of the National Flood Insurance Program will be adhered to.

**Policy 108:** Flood plain and Floodway overlay zoning for all hazard areas will be applied by the City; building permits will be reviewed to insure that necessary requirements of structures are met.

**Policy 109:** Natural hazards that could result from new developments, such as runoff from new buildings, paving projects and/or soil slippage due to weak foundation soils, that has the potential to have adverse impacts and a cumulative effect on property owners downstream, will be considered and evaluated. Measures that prevent or minimize the extent of the natural hazard, adverse impacts and cumulative effects on property owners downstream shall be provided for. Such natural hazards, adverse impacts and cumulative effects on property owners downstream shall be considered in evaluating zone changes, conditional uses, site plans, variances, and in issuing building permits.

**Policy 110:** All estuaries in Tillamook City shall be maintained so as to not restrict water flows. Tillamook City shall develop and help coordinate a plan to clean and maintain all estuaries in the Tillamook area with Tillamook County, the Port of Tillamook Bay, the Port of Bay City, and any other affected agencies. These activities shall be centered around the task of minimizing flood conditions for areas adjacent to the estuarine areas.

That Holden Creek shall be maintained free and clear of all obstructions by the appropriate landowner. For those sections of the Creek, which are outside of the City limits, the County shall coordinate the enforcement of this policy.

With this in mind, the City Planning Department recommends the City Goal, Objective and appropriate Policy as stated in the City Comprehensive Plan be recognized in this portion of the Tillamook County Multi-Jurisdiction Natural Hazard Mitigation Plan, and that each "Goal" identified in the Tillamook County Multi-Jurisdiction Natural Hazard Mitigation Plan be changed to an "Implementing Procedure" and each "Objective" to a "Recommended Action". The new goals and objectives could be a little confusing in relation to the City Comprehensive Plan goals and objectives.

In addition it is recommended by the City Planning Department that the statement "adopted by the City of Tillamook to apply comprehensively to each hazard" should be changed to "as part of this plan." So the paragraph reads, "Section 3, Mitigation Goals and Action Items, FEMA 13: Local Hazard Mitigation Implementing Procedures, identifies four (4) implementing procedures and their recommended action as part of this plan."

Thank you for your cooperation! 😊

## Tillamook County Multi-Jurisdiction Hazard Mitigation Plan Update 2011

This project was funded by FEMA through the DR-1733.0015 Hazard Mitigation Grant Program. The required 25% match was provided in staff time of the county departments of Community Development, Emergency Management, and Public Works and other participating entities including: the Port of Garibaldi, the Port of Tillamook Bay, North County Recreation District, Nehalem Bay Emergency Volunteer Corps, Nestucca Rural Fire Protection District, Oregon Department of Forestry and Neahkahnie Water District, Nestucca Valley and Tillamook School Districts and Tillamook County General Hospital.

The Update Process consisted of

- ❖ Two 3-hour facilitated workshops, on September 23 and October 7, 2002. These workshops were publicly noticed with display ads in the Headlight Herald, the Shopper, and the North Coast Citizen (10/7/11 only) and on local radio stations to assure the broadest base of public outreach.
- ❖ 9/23/11
  - Each jurisdiction received a copy of the draft plan update and a template designed to assist with local plan updates prior to the workshop.
  - The agenda included discussion about: whether to incorporate the plans into county or local comp plans; a list of action items for the next 5 years; time and money needed for action items; plan adoption schedule/resolution requirements; submitting updates to the editors; and scheduled the next meeting
- ❖ 10/7/11
  - Review of edited Plan Update and approval of the Final DRAFT Update
  - Discussion about submitting Plan Update to OEM/FEMA; waiting for response
  - City/County adoption process time corrections.
- ❖ Final review and edits
- ❖ Submittal to Oregon Emergency Management on 10/19/2011
- ❖ Received request for missing information from one city in order to receive the Pre Adoption Approval letter from FEMA on 12/9/2011
- ❖ Submitted that information 1/3/2012
- ❖ Received the Pre-Adoption Approval from FEMA on 1/7/2012
- ❖ Sent out sample resolutions for Local Plans and the County Plan to all cities
- ❖ Scheduled County Commission Action for January 18, 2012 followed by cities actions throughout February.

## **Tillamook, Oregon Local Natural Hazards Mitigation Plan**

An annex to the  
Tillamook County Multi-Jurisdiction  
Natural Hazards Mitigation Plan

**Update 2011**

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Prepared By:

Sabrina Pearson and  
The City of Tillamook

**Section 1: The Process of Natural Hazard Mitigation**

- FEMA 1: Resolution of Adoption by the Local Governing Body  
Adoption Resolution # \_\_\_\_\_
- FEMA 2: Resolution of Multi-Jurisdiction Plan Adoption  
Adoptions Resolution # \_\_\_\_\_
- FEMA 3: Description of the Multi-Jurisdiction Planning Process  
Meeting Documentation Form
- FEMA 4: Description of the Local Hazard Mitigation Planning Process  
Meeting Documentation Form

**Section 2: Risk Assessment**

- FEMA 5: Identifying Hazards
- FEMA 6: Profiling Hazards
- FEMA 7: Assessing vulnerability: An Overview
- FEMA 8: Assessing Vulnerability: Repetitive Loss Properties
- FEMA 9: Assessing Vulnerability: Identifying structures, infrastructure, & critical facilities
- FEMA 10: Assessing Vulnerability: Estimating Potential Losses
- FEMA 11: Assessing Vulnerability: Analyzing Development Trends
- FEMA 12: Multi-Jurisdiction Risk Assessment: Assessing local risks

**Section 3: Mitigation Goals and Action Items**

- FEMA 13: Local Hazard Mitigation Goals
- FEMA 14: Identification and Analysis of Mitigation Actions
- FEMA 15: Identification and Analysis of Mitigation Actions: NFIP Compliance
- FEMA 16: Implementation of Mitigation Actions
- FEMA 17: Multi-Jurisdiction Mitigation Action Items

**Section 4: Plan Implementation and Maintenance**

- FEMA 18: Monitoring, Evaluating, and Updating the Plan
- FEMA 19: Implementation through Existing Planning Mechanisms
- FEMA 20: Continued Public Involvement

## Executive Summary

The City of Tillamook reviewed its October 23, 2006, Local Natural Hazard Mitigation Plan, an appendix to the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan and decided to create this 2011 Update as annex document that addresses the twenty items of the FEMA crosswalk. Since the writing of the plan approved by FEMA on October 23, 2006, Tillamook has significantly increased participating in the planning process, studied and enhanced knowledge of the natural hazards facing the jurisdiction, undertaken mitigation action items, and incorporated mitigation into the development ordinance, all while encouraging public involvement. This local plan annex describes how Tillamook has addressed each of the Natural Hazard Mitigation Plan requirements.

### Section 1: The Process of Natural Hazard Mitigation

FEMA 1: Resolution of Adoption by the Local Governing Body
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The City Council of the City of Tillamook adopted the Tillamook Local Hazard Mitigation Plan 2011 Update at a City Council meeting on \_\_\_\_\_ by Resolution # \_\_\_\_\_. The City utilized the model resolution included in the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan Administration Documents.

FEMA 2: Resolution of Multi-Jurisdiction Plan Adoption
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The City Council of the City of Tillamook adopted the Tillamook Local Hazard Mitigation Plan 2011 Update as an annex to the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan at a City Council meeting on \_\_\_\_\_ by Resolution # \_\_\_\_\_. The City utilized the model resolution included in the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan Administration Documents.

FEMA 3: Description of the Multi-Jurisdiction Planning Process
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The City of Tillamook sent representatives to each steering committee meeting for the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan. Documentation of these meetings is provided in the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan.

FEMA 4: Description of the Local Hazard Mitigation Planning Process
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The City of Tillamook established a Local Hazard Mitigation Planning Committee to evaluate and make recommendations to implement mitigation action items. Members included a City Councilor, a Planning Commissioner, the Public Works Supervisor and the City Manager. The City provided public notice for these meetings held at least once each month. Meetings were regularly attended by other city councilors, planning commissioners and citizens. Minutes of the



meetings were taken and made available to the City Council at their regular monthly meetings and to the public upon request. Accomplishment of the action items provided in response to FEMA Item #17 incorporated the work of the Local Hazard Mitigation Planning Committee.

## Section 2: Risk Assessment

FEMA 5:      Identifying Hazards
----------------------------------

Tillamook has a risk of natural hazards from Climate Change, Coastal Erosion, El Nino, Flooding, Landslide, Debris Flow, La Nina, Drought, Earthquake, Wildland Urban Interface Fire, Windstorms, and Winter Storms. Tillamook has a risk of catastrophic earthquake and tsunami. The last significant distant Tsunami event was recorded on January 26, 1700. The most recent distant Tsunami event was March 11, 2011. Flooding, El Nino, Landslide, Debris Flow, La Nina, Windstorms, and Winter Storms have historically occurred frequently.

### Local Risk Analysis

Because a portion of Tillamook is in a tsunami inundation zone, residents make themselves familiar with evacuation routes for the city. A local Tsunami can come onshore within 15 to 20 minutes after an earthquake, before there is time for an official warning from the national warning system. Ground shaking may be the only warning so evacuate quickly and have a plan. A distant Tsunami will take 4 or more hours to come ashore and residents will feel no earthquake. The tsunami will generally be smaller than that from a local earthquake and typically there is time for an official warning and evacuation to safety. Evacuation warnings for a distant tsunami will generally be indicated by a steady three minute siren blast and announcement over NOAA radio that the local area has been put on an official tsunami warning. In isolated areas along beaches and bays, there may not be a warning siren. If residents or visitors hear the three minute blast or see a sudden change in sea level, first evacuate away from shoreline areas, then turn on broadcast media or NOAA weather radio for further information. If you feel an earthquake, protect yourself until the earthquake is over, drop and hold, move immediately inland to high ground and move away from low lying coastal areas. In Tillamook, move up the hill away from the water and U.S. Highway 101. Go on foot if possible, do not wait for an official warning, do not pack or delay, do not return to the beach or waterfront. Wait for an “all clear” from local emergency officials before returning to low-lying areas. A tsunami may come in a few minutes and large waves may continue to come onshore for several hours. Residents and visitors should be prepared and should assemble emergency kits with a 3-5 day supply for each family member.

FEMA 6:      Profiling Hazards
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During the planning period 2006 – 2011, Tillamook experienced five disaster declarations and hazards from flooding, landslide, debris flow, windstorms, and winter storms. Flooding, debris flow, landslide, and winter storms prevented access out of Tillamook County by blocking U.S. Highway 101, Oregon Highway 6 and Oregon Highway 26. These presidential disaster

declarations are identified in the Multi-Jurisdiction Plan. The city appreciated the financial assistance provided by FEMA in response to and in recovery from these natural disasters.

FEMA – DR 1956	Severe Winter Storm, Flooding, Mudslides, Landslides, and Debris Flow Declared Date: 2/17/2011 for period 1/13/2011 – 1/21/2011 Total Public Assistance to all affected counties: \$2,768,029
FEMA – DR 1824	Severe Winter Storm, Record and Near Record Snow, Landslides, and Mudslides; Declared Date: 3/2/2009 for period 12/13/2008 – 12/26/2008 Total Public Assistance to all affected counties: \$10,925,460
FEMA – DR 1733	Severe Storms, Flooding, Landslides, and Mudslides Declared Date: 12/8/2007 for period 12/1/2007 – 12/17/2007 Total Public Assistance to all affected counties: \$56,117,225 Total Individual Assistance to all affected counties: \$6,402,583 for 1059 applications
FEMA – DR 1683	Severe Winter Storm and Flooding Declared Date: 2/22/2007 for period 12/14/2006 – 12/15/2006 Total Public Assistance to all affected counties: \$5,095,726
FEMA – DR 1672	Severe Storms, Flooding, Mudslides Declared Date: 12/29/2006 for period 11/5/2006 – 11/8/2006 Total Public Assistance to all affected counties: \$5,095,726

FEMA 7:      Assessing vulnerability: An Overview
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The following risk analysis discusses how hazards affect Tillamook when compared to Tillamook County.

Climate change is anticipated to potentially increase the impacts of all other hazards, therefore, climate change analysis is an ongoing an action item.

La Nina weather patterns cause an increase in wet and windy weather, impacting flooding along local drainage ways.

Flooding generally occurs during heavy or extended rain events. Tillamook has implemented numerous mitigation actions during the past five years, described in FEMA Item #17 and the Tillamook Flood Mitigation Plan 2010.

El Nino weather patterns cause dry weather that prevents adequate snow pack and can affect water supply.

Drought is rare in Tillamook, however, when necessary Tillamook has protocol for water rationing. To ensure efficient water usage, the City regularly monitors water usage for leaks.

Wildland Urban Interface Fire: Tillamook is surrounded by forest land. A significantly dry weather pattern increases the risk of forest fire.

Earthquake: Tillamook has high risk of isolation from the surrounding region in a significant earthquake event. Tillamook consists of hummocky geography traversed by numerous drainages. Access to the city is provided across bridges and dikes at both ends of the city. U.S. Highway 101 is the only access Tillamook has outside of the general vicinity. The City is in a seismic zone D.

Landslide and Debris Flow: Steep slope topography increases risk of landslide and debris flows. The risk of landslide and debris flow increases when development occurs during the rainy season.

Tsunami: Tillamook has a significant risk of tsunami inundation as shown by DOGAMI evacuation maps created in 2005. New risk analysis maps are being created by DOGAMI, FEMA, and DLCD using a new technology, LIDAR are anticipated to more precisely identify the hazard.

The Volcanoes within the impact vicinity of Tillamook include the volcanoes of the Cascade Range to the Yellowstone National Park shield volcano. Eruptions from the volcanoes of the Cascade Range are anticipated to produce minor amounts of ash fall. An eruption from a shield volcano could be a catastrophic event with climate disturbances and ash fall.

Windstorms with presidential disaster declarations occurred five times in the last planning period. Tillamook gathered during each event to assist each other and after each event to discuss lessons learned. Tillamook found itself to have relatively hardened power services. Development must comply with wind exposure D for 103 mile per hour sustained winds and 110 mile per hour wind gusts. These wind speeds were sustained during the presidential disaster event of December 2007, DR 1733.

Winter Storms: Winter storms are generally moderate in hazard and short in duration; however, this is not always the case. In 1989, snow, ice and subzero temperatures shut down all but essential travel for two weeks. In February 2009 record snow fall closed Highway access out of Tillamook County. During the thaw, landslides and debris flows blocked highway access out of Tillamook County again.

FEMA 8:      Assessing Vulnerability: Repetitive Loss Properties
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To prevent adverse impacts of flooding, culverts and drainage ways are carefully managed. At the time of building permit or site development review, the city planner and public works superintendent use these plans to ensure that anticipated storm water is accommodated within the appropriate drainage basin.

FEMA National Floodplain Insurance Program records provided by FEMA Region X Coordinator Kristen Meyers identify:

**CITY OF TILLAMOOK**

Regular Entry: 05/01/1978

Policies in Force: 134

Insurance in Force: \$34,888,700.00

No. of Paid Losses: 166

Total Losses Paid: \$7,404,300.86

Sub. Damage Claims Since 1978: 6

CAV Date: 04/13/2004

Rep Loss: 12

CRS Class: 7

Insurance Discount: 15%

FEMA 9:      Assessing Vulnerability: Identifying structures, infrastructure, & critical facilities
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Statewide Planning Goal 7 assures that cities and counties protect life and property from natural disasters and hazards through planning strategies that restrict development in areas of known hazards. Goal 7 requires that local governments base development plans on inventories of known areas of natural disasters and hazards and that the intensity of development should be limited by the degree to which the natural hazard occurs within the areas of proposed development.

The Flood Mitigation Plan is recognized and acknowledged as part of the City's Comprehensive Plan. Analysis of each building permit and land use application, infrastructure improvement is done to determine if the structure or infrastructure will be located in an area subject to natural hazard. Hazard mitigation is required prior to application approval. The precise and complete inventory of structures vulnerable to each hazard is an action item.

FEMA 10:      Assessing Vulnerability: Estimating Potential Losses
--

Tillamook contracts with the City County Insurance Services to insure city critical facilities and infrastructure. Each facility is assessed for the real market value replacement cost. The Tillamook County Tax Assessor's office estimates the assessed and real market value of all structures in Tillamook. It is possible to use Tillamook Hazard Analysis maps, CCIS data and Assessor Maps to estimate the valuation of the potential losses for each hazard event.

<b>FEMA 11:     Assessing Vulnerability: Analyzing Development Trends</b>
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Tillamook complies with the statewide planning goals with an adopted and acknowledged Comprehensive Plan that address flood hazards, slope hazards, soil hazards and drainage hazards. Prior to approval of development, hazards must be mitigated. Tillamook contracts for building services with Tillamook County and requires compliance with Oregon Building Code and the Oregon Fire Code. Tillamook has its own sewer system and is has its own water system.

<b>FEMA 12:     Multi-Jurisdiction Risk Assessment</b>
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The 2009 Oregon Natural Hazards Mitigation Plan Oregon Coast Regional Profile and the 2009 Tillamook County Hazards Analysis, included in the Tillamook County Multi-Jurisdiction Natural Hazard Mitigation Plan, describe the risk of natural hazards in Tillamook County. Each jurisdiction has completed a risk analysis where the hazards differ from those anticipated.

### **Section 3: Mitigation Goals and Action Items**

<b>FEMA 13:     Local Hazard Mitigation Goals</b>
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The following goals and objectives are adopted by the City of Tillamook to apply comprehensively to each hazard.

**GOAL 1:     Develop and implement mitigation initiatives to reduce hazards to life, businesses, property, and environmental systems.**

1. Evaluate applicable city ordinances and capital improvement plans to ensure that they guide development that reduces potential for hazard
2. Promote insurance coverage to provide economic recovery after a disaster
3. Preserve environmental systems to serve natural hazard mitigation functions
4. Continuously develop and update natural hazard related data

Status: Ongoing. The city accomplished mitigation action items toward Policy 1, 2, 3, and 4. The City evaluated hazard ordinances and grading ordinances and adopted amendments to ensure that development reduces the potential for hazard, continues to promote insurance coverage to provide economic recovery after a disaster, administers ordinances and standards designed to preserve environmental systems to serve natural hazard mitigation functions, and commissioned a hazard analysis and GIS map project to update natural hazard related data.

**GOAL 2: Implement effective mitigation projects and activities**

1. Evaluate mitigation projects and activities for benefit/cost analysis and cost effective analysis
2. Educate the public about hazard risks and mitigation project implementation
3. Consistently seek diverse funding and resource partnerships for mitigation project and activity implementation

Status: Ongoing. The city accomplished mitigation action items toward Policy 1, 2, and 3. The City evaluated mitigation projects and activities for benefit / cost analysis and is working toward the accomplishment of goals described in FEMA Item #17. The city continues to seek diverse funding and resource partnerships for mitigation project and activity implementation.

**GOAL 3: Enhance Emergency Services and the capabilities of Local First Responders**

1. Enhance community self-sustainability
2. Prepare first responders with training and equipment
3. Strengthen emergency operations through improvements to communication and coordination
4. Coordinate hazard mitigation with emergency operations plans and procedures

Status: Ongoing. The city accomplished mitigation action items toward Policy 1, 2, 3, and 4. The City purchased generators for critical infrastructure, the fire department and City Hall. The fire department trains as first responders and offers training to the local citizens. The city purchased communication equipment. The City coordinated hazard mitigation with emergency operations plans and procedures and plans to prepare an updated emergency operation this planning period.

**GOAL 4: Improve regional coordination and communication**

1. Participate in the Regional Hazard Mitigation Steering Committee
2. Maintain an active Emergency Preparedness Committee
3. Survey the community and develop response plans for each potential hazard

Status: Ongoing. The city accomplished mitigation action items toward Policy 1, 2, and 3. The City participated in the Regional Hazard Mitigation Steering Committee, maintains an active Emergency Preparedness Committee, and continues to survey the community and develop response plans for each potential hazard.

<b>FEMA 14: Identification and Analysis of Mitigation Actions</b>
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Tillamook has adopted hazard mitigation action items that address each natural hazard. These are provided in Volume 1, FEMA Item #14 of the Tillamook County Multi-Jurisdiction Natural Hazards Mitigation Plan 2011 Update. Mitigation action items currently in process or identified

to be undertaken within the five year planning period are identified in this local hazard mitigation plan in FEMA Item #17.

<b>FEMA 15: Identification and Analysis of Mitigation Actions: NFIP Compliance</b>
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Tillamook participates in the National Floodplain Insurance Program (NFIP). The FIRM is adopted and available as a digital document. FEMA is working with Tillamook to update the Tillamook FIRM with a final product anticipated to be adopted in 2013. Tillamook adopted a flood hazard prevention ordinance that provides requirements consistent with the FEMA NFIP. At the time that development is proposed within an identified flood zone, an elevation certificate is required to document the elevation of the site before site development and the elevation of the structure after site development. Building permit applications are reviewed by the City Planner, trained by DLCD in the review of flood elevation certificates and the Building Official, a certified floodplain manager. In a flood zone, the City flood ordinance and grading ordinance requires an elevation certificate, an engineered grading plan and geotechnical report that certifies that the grading will not adversely affect the site and surrounding property.

<b>FEMA 16: Implementation of Mitigation Actions</b>
--

During the writing of the previous hazard mitigation plan Tillamook established a local hazard mitigation planning committee that has continued to meet on a regularly scheduled basis to evaluate hazard mitigation and prioritize mitigation actions according to a cost benefit ratio of the proposed project benefits and to the project costs. When action items are undertaken for implementation as described in FEMA Item #17, a written cost benefit analysis is obtained from a qualified consultant and coordinated with Oregon Emergency Management and FEMA. Hazard mitigation action items address each potential natural hazard and are prioritized with timeframes to actively pursue completion: short (one to two years), medium (two to five years); or long term (more than five years). In March and September of each year, these action items are identified as “completed, deleted, or deferred” as a benchmark for progress and an update written for the local hazard mitigation plan. Where activities for prioritized projects remain unchanged, the plan describes why no change occurred.

<b>FEMA 17: Mitigation Action Items</b>
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**On May 3 2010 the City of Tillamook adopted its 2010 Flood Hazard Mitigation Action Plan Update through Resolution #1550 on May 3rd. The Action Plan Update can be located on the city’s web site at [www.tillamookor.gov](http://www.tillamookor.gov)**

This section identifies action items for the City of Tillamook that are “in process”, “completed”, and “deleted”. As an action item, the City of Tillamook will organize their action items consistent with the new local hazard mitigation plan format. Action items are provided specifically for:

1. The City of Tillamook
2. Tillamook School District #9
3. Tillamook County General Hospital

#### Tillamook School District #9

1. Drive by evaluation of the school buildings to determine vulnerability to earthquakes.  
Status: Completed
1. Retrofit or replace school buildings to be earthquake resistant  
Status: In process:
2. Obtain Generators for the school buildings to provide electricity, especially kitchen facilities.  
Status: In process:
3. Conduct a full natural hazard impact analysis  
Status: In process:
4. Develop an emergency response plan for Tillamook School District #9.  
Summary: Most of the concern is how to get students to and from home and what to do if an event happens while they are at school. The schools are located outside of the identified tsunami inundation zone; however, in the event that evacuation is necessary, identify clear escape routes and evacuation sites in the event that  
Status: In process:

#### Tillamook County General Hospital

1. Increased generator capacity to run the entire hospital for up to 96 hours without additional fuel  
Status: Completed
2. Training and drills occur annually with staff including exercises with the local emergency personnel  
Status: Completed
3. Mass casualty trailer at the Tillamook city fire station; patient beds strategically located throughout county in case the hospital is damaged and cannot be used  
Status: Completed



4. Improved redundancy of communication and data systems  
Status: Completed
5. Switched from phone to the Tillamook County radio community system  
Status: Completed
6. The hospital serves as a backup for the 911 system  
Status: Completed
7. Establish a helipad above the flood waters  
Status: Completed

## CITY OF TILLAMOOK

### **Drainage Districts**

Trask, Stillwell, Sunset, and other drainage districts have been involved in on-going levee maintenance, while some have installed pump stations and spillways with Project Impact funds and others are working with Tillamook Estuaries Partnerships to install improved fish-friendly tide gates.

### **Tillamook Bay Estuary & Habitat Improvement District**

A non-profit, voluntary taxing district formed in June 2002, the Tillamook Bay Estuary and Habitat Improvement District raises funds to implement, support, and maintain flood mitigation projects that alleviate flood impacts in the Tillamook Bay watershed and improve the habitat and estuary around Tillamook Bay and in the Tillamook, Trask, Wilson and Kilchis River drainages.

### Regional and State Programs

### **Wilson River Loop Detour**

Oregon Department of Highway Transportation (ODOT) and Tillamook County Public Works, and Tillamook County Flood Control Group worked together to secure State funds to build a detour route around U.S. Highway 101 in the event of a flooding emergency. The flood-prone area lies between First Street and Latimer Road in north Tillamook. Three bridges built on the Wilson River Loop east of town and Latimer Road elevated the road several feet to allow passenger and commercial traffic to flow. The detour serves as a valuable solution to allow continued commercial and emergency transport during flood events. There are still times when this road is impassible, but this project reduces the occurrence and the duration of flooding.

### **Oregon Solutions Tillamook Flooding Project**

In 2005, the U.S. Army Corps of Engineers completed a 2-dimensional unsteady flow hydrodynamic analysis of the project area that included environmental, economic and real estate analyses using a sophisticated HEC-RAS model specifically developed for the project area.

After the 2006 flood, the State, County, and City representatives sent a letter to Governor Kulongoski requesting that Tillamook flood mitigation efforts be designated an Oregon Solutions project. The Oregon Solutions program provides a structure and process for public and private sectors to collaborate in addressing community needs. After conducting a project assessment in March 2007 the Governor's office made the official designation in April 2007. The Governor assured participation of his staff and appropriate state agencies with other participating public and private partners through the designation of this effort as an Oregon Solutions Project. A Project Team assembled in an effort to bring partners to the table.

Project Exodus was developed through the Oregon Solutions Flooding Project, and described in the October 2009 report prepared by Northwest Hydraulic Consultants (NHC Report) under contract to Tillamook County. The report provides the background, objectives, and methods used to investigate possible flood damage reduction measures within the flood plain that lies between Hoquarten Slough, Wilson River, and Tillamook Bay.

The report also describes evaluation of various alternatives. Finally, the report presents a preliminary (30%) design for a recommended project, consisting of three (3) project elements: The Southern Flow Corridor, the North Bank Wilson River Field re-grading and the South Bank Wilson River Berm.

### **Coordinated and Enhanced Emergency Services**

To promote, strengthen and coordinate flood warnings, emergency responses and recovery strategies Tillamook County Office of Emergency Management has worked with local and regional agencies to set up a Reverse 911 system, and participate in an all agency disaster response center.

#### National Programs

### **Federal Emergency Management Agency**

#### **National Flood Insurance Program**

The NFIP is a federal program administered by the Federal Emergency Management Agency (FEMA). The function of the NFIP is to provide flood insurance to homes and businesses located in floodplains at a reasonable cost, and to encourage the location of new development out of the floodplain. The program maps flood risk areas, and requires local implementation to reduce the risk, primarily through restricting new development in floodways and floodplains. The maps are known as Flood Insurance Rate Maps (FIRM).

### **Community Rating System**

Another program under the NFIP is the Community Rating System (CRS). This voluntary program recognizes and rewards local efforts that go beyond the minimum standards of the NFIP. This recognition is in the form of reduced flood insurance premiums for communities that adopt such standards. The Community Rating System encourages voluntary community activities that reduce flood losses, facilitate accurate insurance ratings, and promote flood insurance awareness. Currently, Tillamook City and Tillamook County are participating in the CRS program.

In 2010, the City of Tillamook received 1677 credit points. This resulted in a CRS classification of 7, which is a class improvement from past years, and class 8, for the City. The community met the Class 7 prerequisite with a Building Code Effectiveness Grading Schedule (BCEGS) classification of 3/3. The class improvement results in a 15% discount rather than a previous 10% discount.

### **Project Impact**

Project Impact: Building a Disaster-Resistant Community was a national initiative launched in 1997 by FEMA that aimed to change the way America dealt with disasters. The program encouraged community leaders, citizen and businesses to work together in assessing the community's vulnerability to hazards and implement strategies to limit damage before disasters occurred. FEMA invited Tillamook County to participate as a Project Impact community in 1998 because of its high risk for earthquakes and floods and the presence of systems already in place that would help make the community more disaster resistant. This effort was intended as an investment to enhance and strengthen the economic structure and long-term stability of Tillamook, regardless of when disasters strike. Projects completed throughout the county during Project Impact include:

1. Lower Trask River Drainage pump station and spillway
2. Tillamook County Department of Emergency Management expansion and hiring of a full-time director and one staff person;
3. Upgraded county flood maps and hazard maps for seismic, landslides and coastal erosion from DOGAMI-GIS;
4. Willow tree cuttings and riparian improvement community project completed by Tillamook Junior High Jazz Band;
5. Improved, fish-friendly tide gates installed by the National Estuary Project;
6. Elevation of several homes and small businesses;
7. Construction of "cow pads" (elevated islands for livestock refuge) on dairy farms; and
8. Drainage improvements, levee breaching and removal, and levee repair work in the Tillamook Bay basin.
9. In 2011, the Tillamook High School worked with the City to remove garbage and invasive plants from Holden Creek to clear the creek bed for creek restoration.

### **Hazard Mitigation Grant Program**

The HMGP administered by FEMA provides grants to state and local governments to implement long-term hazard mitigation measures after the President has declared a federal disaster.

### **FEMA Region X Policy on Fish Enhancement Structures in the Floodway**

The recent designation of several northwest salmon and steelhead runs as threatened or endangered has resulted in an increased effort to restore fish habitat. Restoring habitat often involves placing structures in stream, including fish weirs, log drops, root wads and small rock deflectors, are “encroachments” when placed in mapped floodways. A literal interpretation of the FEMA floodway standard may require a relatively expensive “no-rise” analysis would exceed the cost of the habitat enhancement project.

In order to encourage habitat enhancement projects while still providing communities with information needed to make appropriate floodplain management decisions, FEMA Region X will allow communities to rely on the judgment of a qualified professional regarding the impact of fish enhancement structures on flood elevations. Qualified professionals include hydrologists and hydraulics professionals and staff of fisheries, natural resource, or water resource agencies. This will minimize the cost of getting a “no-rise” analysis. However, the community, while making use of the professional’s advice, must still make the ultimate decision on whether to allow the habitat enhancement structure.

### Army Corps of Engineers

### **Advanced Emergency Measures**

Designed by the U.S. Army Corps of Engineers Portland office, Tillamook County contracted a series of flood projects in the lower Tillamook Bay watershed, providing flood mitigation directly to areas in the lower Wilson river drainage and Tillamook City. These projects were simple, temporary measures designed to lessen immediate flooding impacts while the community sought other permanent, long-term solutions through the Corps of Engineers’ Tillamook Bay Feasibility Study. This was the first time the Portland office secured funding from the USACOE for a multi-complex project. Beginning in 1999 and now complete the three projects cost an estimated \$400,000.

These projects included:

1. Installation of 250 feet of rip-rapping on Wilson-Dougherty Slough bank;
2. Installation of an engineered log jam at the headwater of Dougherty Slough, where spruce trees were layered and anchored to help slow waters entering from its confluence with the Wilson River and debris and sediment were removed from the north and west forks of the Wilson.

3. Installation of 12 six-foot tide gates: two at Hall Slough near Makinster Road and the remaining ten installed at the Tillamook Bay dike to provide quicker drainage of floodwaters.

### **Tillamook Bay Feasibility Study**

The 2005 U.S. Army Corps of Engineers studied Tillamook Bay to determine methods to reduce the damage caused by flooding. The goal of the study was to identify and evaluate the problems and opportunities associated with flood damage reduction and ecosystem restoration in the Tillamook Bay watershed and to recommend appropriate actions consistent with federal guidance and sponsor capability. Specifically, the study was to recommend sites with ecosystem restoration and flood mitigation potential.

### **American Red Cross Response and Shelters**

The American Red Cross focuses on meeting people's immediate emergency disaster-caused needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. In addition to these services, the core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently.

The Oregon Trail Chapter of the American Red Cross operating out of Portland, Oregon serves the citizens of Tillamook County. After the repeated and severe flood events during the 1990s, a Red Cross service center outlet was established in the City of Tillamook and emergency shelters were designated in three locations – north, central, and south county. Central Tillamook County's shelter is the 4-H Dormitory at the Tillamook County Fairgrounds in the east part of town. A part-time coordinator operates the service center located in downtown Tillamook five days a week and coordinates with local churches, service groups, and Tillamook County Department of Emergency Management to provide education on disaster preparedness.

Please see the City of Tillamook Flood Mitigation Plan 2010 for further detail.

## **Section 4: Plan Implementation and Maintenance**

<b>FEMA 18: Monitoring, Evaluating, and Updating the Plan</b>
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Tillamook will continue to review the Hazard Mitigation Plan at not fewer than two public meetings per year anticipated to be held in March and September of each year. The Hazard Mitigation Plan Committee shall include a staff member or qualified consultant identified as the lead Hazard Mitigation Planner responsible for ensuring that data from each biannual meeting is incorporated into the local hazard mitigation plan. In addition, each participating jurisdiction shall continue to send steering committee members to Tillamook Multi-Jurisdiction Natural Hazard Planning Committee meetings held not less than twice per year. Local and multi-

Jurisdiction meetings are currently scheduled to be held in March and September of each year. Meetings shall be noticed to the public consistent with Public Meetings Laws. Minutes shall be taken of each meeting and made available to the public upon request. A copy of the minutes for each Multi-Jurisdiction Meeting shall be sent to each participating jurisdiction and incorporated by the local hazard mitigation planner into the local Hazard Mitigation Plan. At the September Multi-Jurisdiction Hazard Mitigation Plan meeting, the City shall submit to the Tillamook County Multi-Jurisdiction Hazard Mitigation Planning Committee an update to the Local Natural Hazard Mitigation Plan to be reviewed, revised if appropriate, and resubmitted to the State Hazard Mitigation Officer for approval within five years of the date that the Multi-Jurisdiction Plan is approved in order to continue to be eligible for HMGP project grant funding. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval. When the Tillamook County Multi-Jurisdiction Hazard Mitigation Planning Committee is notified that their plan is approved, Tillamook shall adopt the plan by resolution.

FEMA 19:     Implementation through Existing Planning Mechanisms
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Tillamook will continue to seek and incorporate the latest scientific reports, map and studies that analyze the risk of natural hazards in Tillamook into planning mechanisms. In the next five year planning period, Tillamook continues to evaluate action items for implementation and to review the development ordinance and comprehensive plan to make certain that these documents align with mitigation goals.

FEMA 20:     Continued Public Involvement
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Tillamook posts notices about hazard mitigation meetings and trainings. Information about hazard mitigation is provided on the Tillamook website and at City Hall. In the previous five years, public notices have gathered public participants who have become regular attendees. During the next five years, Tillamook will continue efforts to obtain public involvement to meet mitigation goals, prepare, respond to and recover from natural hazards. Tillamook will continue to work with the multi-jurisdiction committee to ensure public involvement in hazard mitigation planning that helps prepare for, respond to and recover from natural hazards

# CITY OF TILLAMOOK

Tillamook City Hall

210 Laurel Avenue

Tillamook, OR 97141

Telephone: (503) 842-2472

Fax: (503) 842-3445

## VOLUNTEER POSITION APPLICATION

Position: Beautification Committee

Name: Lynda Casey

Address: 1805 5<sup>th</sup> St., Tillamook

Phone: Home 503-801-4249 Work 503-842-4861

E-mail: lcasey@tillamookor.gov x3462

Registered Voter: Yes ☒ No ☐ Ward/Precinct:           

Brief statement of interest in this position:

Very interested in being involved in Tillamook community.

Currently on TURA board and I believe I have

good ideas that would help in making the community  
look better. Not afraid of working hard & volunteering time.

Are you available for evening meetings? Yes ☒ No ☐

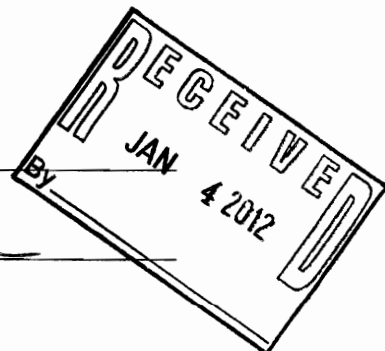
Is there a night you would be unavailable, please specify: Friday

If you are not selected for this position, would you be interested in  
accepting another volunteer position with the City? Yes ☐ No ☐

If "yes" to previous question, please specify committee:

Lynda Casey  
Signature

1/4/12  
Date



**RESOLUTION NO. 1597**  
**CONCERNING THE ADOPTION OF THE TILLAMOOK COUNTY, OREGON**  
**MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN**

**Whereas**, the City of Tillamook is vulnerable to the human and economic costs of natural, technological and societal disasters, and

**Whereas**, the City of Tillamook recognizes the importance of reducing or eliminating those vulnerabilities for the overall good and welfare of the community, and

**Whereas**, the City of Tillamook has been an active participant in the Tillamook County, Oregon Multi-Jurisdictional Natural Hazard Mitigation Plan, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities, and

**Whereas**, the City of Tillamook representatives and staff have identified, justified and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of the City of Tillamook to the impacts of future disasters, and

**Whereas**, these proposed projects and programs have been incorporated into the Tillamook County, Oregon Multi-Jurisdictional Natural Hazard Mitigation Plan that has been prepared and issued for consideration and implementation by Tillamook County.

**NOW, THEREFORE**, the Tillamook City Council resolves as follows:

**Section 1.** The City Council of the City of Tillamook hereby accepts and approves of the process identified to coordinate the Tillamook County, Oregon Multi-Jurisdictional Natural Hazard Mitigation Plan.

**Section 2.** The personnel of the City of Tillamook are requested and instructed to pursue available funding opportunities for implementation of the proposals designated therein.

**Section 3.** The City of Tillamook will, upon receipt of such funding or other necessary resources seek to implement the mitigation proposals identified by the Jurisdiction's Hazard Mitigation Planning Committee.

**Section 4.** The City of Tillamook will continue to participate in the updating and expansion of the Tillamook County, Oregon Multi-Jurisdictional Natural Hazard Mitigation Plan in the years ahead.

**Section 5.** The City of Tillamook will further seek to encourage the businesses, industries and community groups operating within and/or for the benefit of the City of Tillamook to also participate in the updating and expansion of the Tillamook County, Oregon Multi-Jurisdictional Natural Hazard Mitigation Plan in the years ahead.



**APPROVED** by the Tillamook City Council this 6<sup>th</sup> day of February, 2012.

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Mayor

ATTEST:

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City Recorder

**RESOLUTION NO. 1598  
CONCERNING THE ADOPTION OF THE CITY OF TILLAMOOK  
LOCAL NATURAL HAZARD MITIGATION PLAN**

**Whereas**, the City of Tillamook is vulnerable to the human and economic costs of natural, technological and societal disasters, and

**Whereas**, the City of Tillamook recognizes the importance of reducing or eliminating those vulnerabilities for the overall good and welfare of the community, and

**Whereas**, the City of Tillamook has been an active participant in the Local Natural Hazard Mitigation Plan, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities, and

**Whereas**, the City of Tillamook representatives and staff have identified, justified and prioritized a number of proposed projects and programs needed to mitigate the vulnerabilities of the City of Tillamook to the impacts of future disasters, and

**Whereas**, these proposed projects and programs have been incorporated into the Local Natural Hazard Mitigation Plan that has been prepared and issued for consideration and implementation by Tillamook County.

**NOW, THEREFORE**, the Tillamook City Council resolves as follows:

**Section 1.** The City Council of the City of Tillamook hereby accepts and approves of the process identified to coordinate the Local Natural Hazard Mitigation Plan.

**Section 2.** The personnel of City of Tillamook are requested and instructed to pursue available funding opportunities for implementation of the proposals designated therein.

**Section 3.** The City of Tillamook will, upon receipt of such funding or other necessary resources, seek to implement the mitigation proposals identified by the Jurisdiction's Hazard Mitigation Planning Committee.

**Section 4.** The City of Tillamook will continue to participate in the updating and expansion of the Local Natural Hazard Mitigation Plan in the years ahead.

**Section 5.** The City of Tillamook will further seek to encourage the businesses, industries and community groups operating within and/or for the benefit of the City of Tillamook to also participate in the updating and expansion of the Local Natural Hazard Mitigation Plan in the years ahead.

**APPROVED** by the Tillamook City Council this 6<sup>th</sup> day of February, 2012.

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Mayor

ATTEST:

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City Recorder

**RESOLUTION NO. 1599**

**A RESOLUTION AUTHORIZING AN ASSESSMENT TO ALL TRAFFIC CITATIONS, CITY ORDINANCE VIOLATIONS AND PARKING RELATED OFFENSES ISSUED BY THE TILLAMOOK CITY POLICE DEPARTMENT WHEN ENFORCEMENT IS DONE THROUGH THE CITY OF TILLAMOOK MUNICIPAL COURT.**

**WHEREAS**, the City has adopted the terms of the "Oregon Vehicle Code" and enforces the same as well as city ordinances and parking related offenses, within the City of Tillamook; and

**WHEREAS**, the Municipal Court, in the application of the collection policy, procedures and penalties, incurs costs by providing notice to violators who fail to appear as indicated on the summons issued; and

**WHEREAS**, the Municipal Court, in the application of the collection policy, procedures and penalties, incurs cost by providing notice to violators who fail to comply with the terms of the payment contract set up to pay assessed fines.

**NOW, THEREFORE**, the City of Tillamook Council resolves as follows:

Section 1: That a fee of \$10.00 will be imposed on each violation of the Oregon Motor Vehicle Code, City ordinances and parking related offenses that result in an adjudicated verdict of guilty or a plea of no contest for the violator, when the violator has failed to appear as indicated on the summons issued.

Section 2: That a fee of \$10.00 will be imposed on each violation of the Oregon Motor Vehicle Code, City ordinances and parking related offenses that result in an adjudicated verdict of guilty or a plea of no contest for the violator, when the violator has failed to comply with the terms set forth in a payment contract which has been entered into with the City of Tillamook.

Section 3: This Resolution shall become effective upon passage by the City Council.

**APPROVED** by the City of Tillamook Council this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor Suzanne Weber

ATTEST:

\_\_\_\_\_  
City Recorder

# Memo

City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141



**To:** Honorable Mayor and City Council Members

**From:** David Mattison, City Planner 

**Date:** January 25, 2012

**Re:** January 2012 Monthly Report City Planning Department

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- ◆ **Building/Zoning/Sign/Public Works Permits issued:**
  - ▶ Interior Remodel/Building Reuse at 460 North Main Avenue,
  - ▶ Reconstruction of Billboard at Wilson River Loop Road and Hwy 6,
  - ▶ Accessory Structure at 2110 Eighth Street,
  - ▶ Interior Remodel (new office) at 2230 North Main Avenue (Denny's Restaurant),
  - ▶ Sandwich Board Sign at 2014 Third Street (Ron's Barber Shop),
  - ▶ Sandwich Board Sign at 2110 Third Street (*Hush* Salon and Spa).
- ◆ **Public Works Permits issued:**
  - ▶ 1204 Third Street Utility Power bore under City ROW,
  - ▶ 1209 Sixth Street sewer line construction.
- ◆ **Electrical/Mechanical/Plumbing Permits issued:**
  - ▶ 1708 Fourth Street – electrical permit 3CIRCUITS,
  - ▶ 416 Main Avenue – electrical permit PUMP CIRCUIT,
  - ▶ 208 Douglas Avenue– electrical permit 200 AMP SVC,
  - ▶ 1110 Main Avenue – mechanical permit DUCTLESS HEAT,
  - ▶ 502 Linden Drive – mechanical permit DUCTLESS HEAT.
- ◆ **Special Projects:**
  - ▶ City Comprehensive Plan Draft Post-Acknowledged Plan Amendment submittal to State,
  - ▶ City Parks and Recreation Master Plan redraft/edit work preparation for Planning Commission,
  - ▶ Request for setback variance (#V-11-02) for residential addition reviewed administratively,
  - ▶ City Recycling Report to County Solid Waste Coordinator.
- ◆ **Meetings/Correspondence/Time Off:**
  - ▶ City Council/Planning Commission workshop regarding recreational use of City properties along North Main Avenue, and at City shops (01/03/12),
  - ▶ Incident Response Training (01/04/12),
  - ▶ Department Head Meeting (01/05/12),
  - ▶ Planning Commission Hearing (01/05/12),

- ▶ Meeting with Planning Commission Chair regarding Parks and Recreation Master Plan development (01/06/12),
- ▶ Correspondence with Odger Rawe, regarding wetlands violation (01/11/12),
- ▶ Pre-Application meeting regarding setback variance for residential addition (01/12/12),
- ▶ City Council/Planning Commission workshop regarding recreational use of City properties along North Main Avenue, and at City shops (01/17/12),
- ▶ Pre-Application meeting regarding BBQ stand on Multiple Use Residential (R-0) property (01/18/12),
- ▶ Correspondence with Debbi Reeves, regarding Urban Renewal Plan Amendment (01/23/12),
- ▶ Tillamook Area Tsunami Evacuation Map Workshop (01/24/12),
- ▶ OFLA Time off: (01/03/12–01/04/12, 01/17/12, 01/19/12–01/20/12, 01/30/12–01/31/12).


◆ **Upcoming Events:**

- ▶ Planning Commission Meeting (02/02/12),
- ▶ OFLA Time off: (02/06/12–02/07/12, 02/09/12–02/10/12, 02/21/12, 02/23/12–02/24/12).

City of Tillamook  
210 Laurel Ave.  
Tillamook, OR 97141



# Memo

**To:** Paul Wyntergreen, City Manager  
**From:** Arley Sullivan, Public Works Director   
**Date:** January 25, 2012  
**Re:** Director's Report for January 2012

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## **Water Division:**

Staff found an electrical problem at Well 3 that has been affecting the proper operation of the well. The crew is continuing to work on maintenance items at the aging water treatment plant.

## **Street Division:**

The crew has been using a liquid deicer that does a good job on icy mornings. Their main focus is on dangerous intersections. The play structure at Goodspeed Park has been installed. It is a very nice addition to the park. Thank you from a lot of folks including staff.

## **Sewer Division:**

The plant has been operating well both during the cold snaps and normal winter weather. Our new hire is working out very well.

## **General:**

Worked on concept drawings for Sue H. Elmore Park that are to be used as part of a grant application that is being put together by the City Manager. Beginning drawings for the Third St. SCA Grant Project. Mr. Lyda and I attended a meeting put on by the American Council of Engineering Companies and APWA that addressed the new Qualifications-Based Selection (QBS) law (HB 3316) for hiring Architects and Engineers.

**Monthly Report to Mayor and Council**  
**Police Department**  
**January 2011**

- Aaron Miller was injured in his last 2 weeks of the academy. He should be fine and participating in the Field Training Program fully at the beginning of February. This is going to delay the day he is out on his own. I will keep you updated.
- Oral boards and written testing for new applicants was conducted on January 21<sup>st</sup>. We have sent a background packet to one candidate. This person may not have to attend the academy. We are working through the process and I will keep you updated.
- The City wide employee drill for the Incident Response Plan went very well. We have received written feedback from some of the participants and will review this information to improve on those areas identified. This was a very positive event with very good response from all employees. We have all ready started updating some equipment and had to order new batteries for some of the portable radios.
- We have been working with City Recorder Abby Donoho to clean up the archives room. Brenda Bower and Debbie Coleman have done a wonderful job and with the help of Public Works, almost 60 boxes of stuff were taken to be destroyed. We also destroyed adjudicated evidence and property. We had to rent a U-Haul truck we had so much. A big Thank You to all that helped.
- Officers participated in Child Abuse training, Hazardous materials training and other related training.
- We had no major issues through the New Year's weekend.
- We will be working with the selected vendor on installation of cameras at the waste water treatment plant/park and City Hall. This is being paid through a grant through CCIS, our insurance vendor. I will keep you updated.
- We are in the process of updating certain policies and hopefully will have time to work on a new Animal Ordinance this year. Other things we are working on are budget, inventory and disaster supplies. We are also working with 911 on a new server and internet services that should save us money over time.
- I have attached some activity, 1/1/12 to 1/26/12 just for review.



# Adult and Juvenile Arrest Charge Summary

Print Date/Time: 01/26/2012 17:09  
Login ID: twright

From Date: 01/01/2012 00:00  
To Date: 01/26/2012 23:59  
Officer: All

Tillamook City Police Department  
ORI Number: OR02904  
Ordered By: CrimeCode/Statute

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
166.065 [A]	045   Harassment	2	2
164.043 (C)	063   Theft III - Shoplifting	3	3
164.045 (C)	063   Theft II - Shoplifting	1	1
164.043 (I)	069   Theft III - All Other Larceny	1	1
164.045 (I)	069   Theft II - All Other Larceny	2	2
475.862	180   Drugs - Unlawful Delivery of Marijuana 1000' School	1	1
475.864 (A)	180   Drugs - Unlawful Possession of Marijuana	1	1
475.864 (C)	180   Drugs - Unlawful Possession of Marijuana < 1 Oz	2	2
813.010	210   Driving Under the Influence - Misdemeanor	1	1
163.195 [A]	240   Reckless Endangering Another Person	1	1
164.345 (B)	240   Criminal Mischief III - Disorderly Conduct	1	1
164.245 (A)	261   Criminal Trespass II	2	2
133.310	269   Restraining Order Violation - (Specify Offense)	1	1
135.290	269   Violate Release Agreement	1	1
137.545 (C)	269   Probation Violation - Felony	1	1
419C.680	280   Curfew Violation	1	1
419B.150	290   Runaway Juvenile	1	1
133.220 [F]	550   Warrant - Other Agency - Fel.	3	3
<b>Totals:</b>		<b>26</b>	<b>26</b>

# Incident Analysis Report

## Summary By Incident Type

**Print Date/Time:** 01/26/2012 17:10  
**Login ID:** twright  
**Incident Type:** All  
**Call Source:** All

**From Date:** 01/01/2012 00:00  
**To Date:** 01/27/2012 23:59

Tillamook City Police Department  
**ORI Number:** OR02904

**Officer ID:**  
**Location:**

Incident Type	Number of Incidents
Suicidal	
Suspicious	
Theft	
Traffic	
Traffic Stop	
Trespass	
UEMV	
Unwanted	
Utility Assist	
Vehicle	
Warrant	
Welfare check	
<b>Total:</b>	6

# Incident Analysis Report

## Summary By Incident Type

**Print Date/Time:** 01/26/2012 17:10  
**Login ID:** twright  
**Incident Type:** All  
**Call Source:** All

**From Date:** 01/01/2012 00:00  
**To Date:** 01/27/2012 23:59

**Tillamook City Police Department**  
**ORI Number:** OR0290400

**Officer ID:** All  
**Location:** All

Incident Type	Number of Incidents
10	1
57	2
7	15
Alarm	13
All Other	1
Animal	27
Arrest	1
Assault	3
Assist	45
ATL	2
Burglary	5
BUSINESS CHECK	138
CAMI	16
Civil	6
Code Violation	1
Contact	44
Court Violation	6
Crim Misch	7
Death	1
Disturbance	11
Fire	3
Follow Up	16
Fraud	3
Harassment	11
Hit & Run	7
Incom 911	3
Info	5
Juvenile	11
Medical	19
Mental	2
Missing Person	1
MVA	15
Narcotics	9
Ordinance Violation	4
Property	6
Prowler	2
Road Hazard	9
Runaway	1

**TILLAMOOK CITY MUNICIPAL COURT**  
**Tillamook City Hall**  
**210 Laurel Avenue**  
**Tillamook, OR 97141**  
**(503)842-4861**

January 30, 2012

Re: Tillamook Municipal Court Monthly Report

Greetings:

Attached are the revised fine schedule and related General Order dated 1/6/2012. This is the new HB2712 bail schedule. We'll just have to wait and see here how this affects court revenues. Haven't had a defendant go to trial in quite some time. We've also consolidated our court dates into once/month instead of normal twice/month for the historically slow months. Both these factors should keep expenditures down.



Timothy M. Dolan  
Municipal Court Judge

TMD/cmc

IN THE MUNICIPAL COURT OF TILLAMOOK CITY  
In Tillamook County, State of Oregon

In the Matter of Adopting a Fine Schedule     )  
For the Violations Bureau of the Court         ) **ORDER 2012-01**

The 2011 Oregon Legislature has enacted House Bill 2712, effective January 1, 2012, and it appears that this House Bill revises the traffic fine schedule for traffic violations in Oregon. This law is intended by the Legislature to seek uniformity across the State of Oregon for traffic violations.

The Chief Justice of the Oregon Supreme Court has entered a general order, 11-095, establishing a fine schedule for traffic violations bureaus in the Circuit Court of this state. It appears that fine schedule is appropriate for this court, which has jurisdiction over most traffic violations in this City.

Being fully advised, it is hereby ORDERED that this Court and its violations bureau establish the following fee schedule:

	Presumptive Fine	0 convictions last 3 years	1 or 2 prior last 3 years
<b>Standard Traffic Violation</b>			
Class A violations	\$435	\$220	\$330
Class B violations	\$260	\$130	\$195
Class C violations	\$160	\$ 80	\$120
Class D violations	\$110	\$ 60	\$ 85
<b>Traffic Violation in Special Zone (Highway Work Zone, Posted School Zone)</b>			
Class A violations	\$870	\$435	\$655
Class B violations	\$520	\$260	\$390
Class C violations	\$320	\$160	\$240
Class D violations	\$220	\$110	\$165

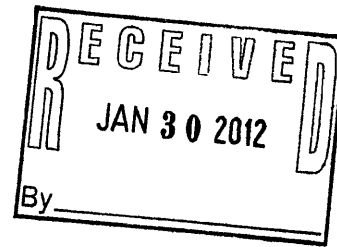
All other fines for City ordinance violations and City parking violations remain the same.

Dated this 6 day of January 2012.

  
\_\_\_\_\_  
Timothy M. Dolan  
Municipal Court Judge

[illegible]

David & Doris Mast  
160 Bayocean Road  
Tillamook OR. 97141  
503-815-2599  
dmast48@embarqmail.com  
January 29, 2012



Paul Wyntergreen  
Tillamook City Manager  
Tillamook City Hall  
210 Laurel Avenue  
Tillamook OR 97141

Dear Mr. Wyntergreen:

We are very excited about your plans for the "Centerpiece Park". We have been attending the Tillamook PUD board meetings and the data that is presented at the meetings convinces us even more that there is no need for the 115 kV transmission line and the visual damage it will do to the city and county of Tillamook. Our interpretation of the PUD data is that the total system is averaging at only 32% of its current capacity. No substation is operating at an average of over 61% of capacity. Even at the peak months, no substation was operating at over 85% of capacity. The data shows an average annual growth rate of just 0.7% for the next 5 years. The Oceanside substation is only going to add 8 megawatts to the total system and most of the current substations have 8 megawatts available in any month.

We have enclosed the data from the last PUD meeting we attended so you can come to your own conclusions. The real question perhaps is not where the transmission line should go; rather should there even be a transmission line. We are very supportive of your vision for Tillamook and the new park system.

Sincerely,

A handwritten signature in black ink that reads 'David Mast &amp; Doris Mast'. The signature is written in a cursive, flowing style.

David & Doris Mast

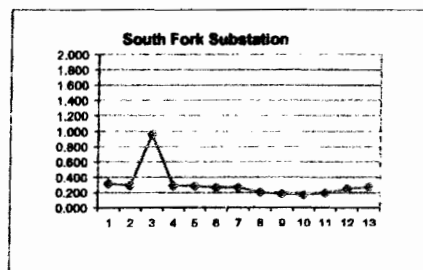
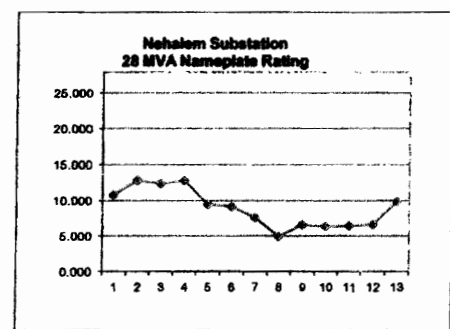
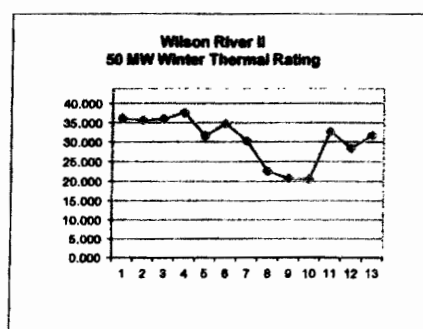
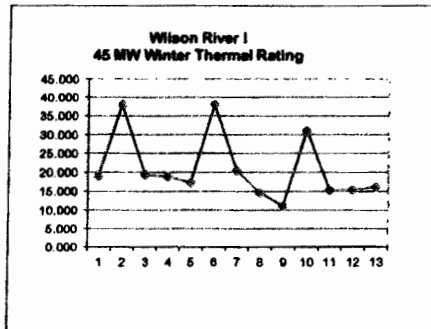
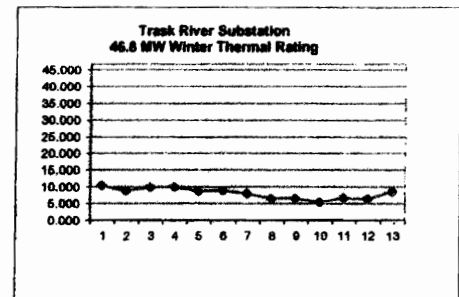
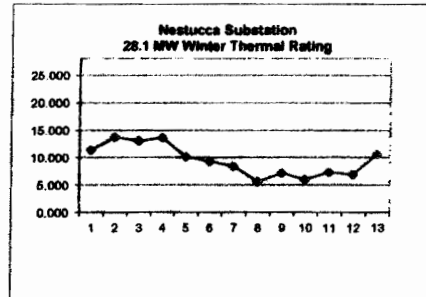
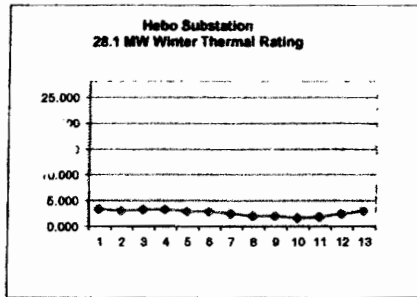
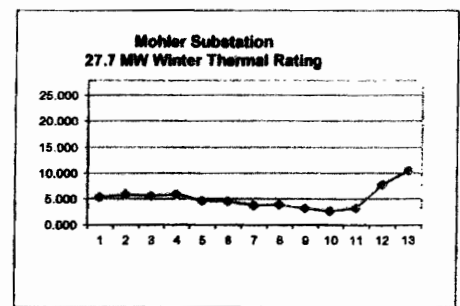
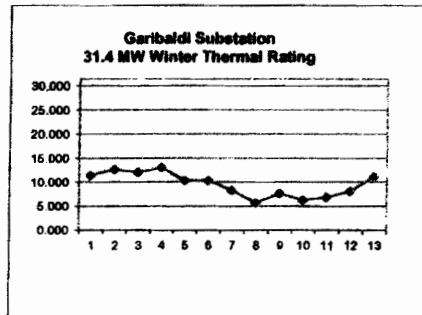
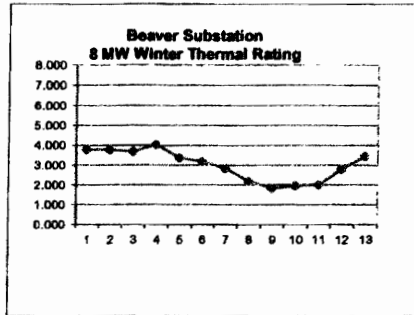
<b>Tillamook PUD</b> <b>Total Retail Load Forecast</b> <i>Energy</i> <b>FY2012-2032</b>			
<b>Fiscal</b>			
<b>Year</b>	<b>MWh</b>	<b>aMW</b>	<b>Growth</b>
2006	435,002	49.66	-
2007	442,162	50.48	1.6%
2008	467,425	53.21	5.4%
2009	452,906	51.70	-2.8%
2010	474,044	54.11	4.7%
2011	487,051	55.60	2.7%
2012	483,421	55.03	-1.0%
2013	488,860	55.81	1.4%
2014	491,838	56.15	0.6%
2015	495,210	56.53	0.7%
2016	498,310	56.73	0.4%
2017	500,160	57.10	0.6%
2018	502,654	57.38	0.5%
2019	505,160	57.67	0.5%
2020	508,322	57.87	0.4%
2021	510,209	58.24	0.6%
2022	512,753	58.53	0.5%
2023	515,310	58.83	0.5%
2024	518,535	59.03	0.4%
2025	520,461	59.41	0.6%
2026	523,056	59.71	0.5%
2027	525,664	60.01	0.5%
2028	528,955	60.22	0.4%
2029	530,920	60.61	0.6%
2030	533,567	60.91	0.5%
2031	536,227	61.21	0.5%
2032	539,584	61.43	0.4%
<b>AAGR 5 Year (2006-2011)</b>			<b>2.3%</b>
<b>AAGR 5 Year (2012-2017)</b>			<b>0.7%</b>
<b>AAGR 10 Year (2012-2022)</b>			<b>0.6%</b>
<b>AAGR 20 Year (2012-2032)</b>			<b>0.6%</b>

<b>Tillamook PUD</b> <b>Total Retail Load Forecast</b> <i>Customer System Peak and Load Factor</i> <b>FY2012-2032</b>			
<b>Fiscal</b>			
<b>Year</b>	<b>MW</b>	<b>LF</b>	<b>Growth</b>
2006	105.7	47%	-
2007	109.2	46%	3.3%
2008	108.6	49%	-0.6%
2009	120.2	43%	10.6%
2010	131.5	41%	9.5%
2011	116.8	48%	-11.2%
2012	119.8	46%	2.6%
2013	121.3	46%	1.2%
2014	121.9	46%	0.5%
2015	122.7	46%	0.7%
2016	123.3	46%	0.5%
2017	123.9	46%	0.5%
2018	124.5	46%	0.5%
2019	125.1	46%	0.5%
2020	125.8	46%	0.5%
2021	126.4	46%	0.5%
2022	127.0	46%	0.5%
2023	127.6	46%	0.5%
2024	128.2	46%	0.5%
2025	128.9	46%	0.5%
2026	129.5	46%	0.5%
2027	130.1	46%	0.5%
2028	130.8	46%	0.5%
2029	131.4	46%	0.5%
2030	132.0	46%	0.5%
2031	132.7	46%	0.5%
2032	133.3	46%	0.5%
<b>AAGR 5 Year (2006-2011)</b>			<b>2.0%</b>
<b>AAGR 5 Year (2012-2017)</b>			<b>0.7%</b>
<b>AAGR 10 Year (2012-2022)</b>			<b>0.6%</b>
<b>AAGR 20 Year (2012-2032)</b>			<b>0.5%</b>



# **SUBSTATION LOADING (In Megawatts)**

	Dec-11	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
.5/25	3.760	3.740	3.650	4.000	3.350	3.160	2.810	2.170	1.790	1.920	1.970	2.760	3.430
Mhr 12/20	11.290	12.560	11.950	12.980	10.220	10.190	8.130	5.500	7.530	6.100	6.710	7.970	11.040
Hbo 12/20	5.230	5.740	5.490	5.830	4.580	4.430	3.640	3.750	3.070	2.570	3.080	7.640	10.390
Nstca 12/20	3.240	2.940	3.130	3.150	2.770	2.760	2.340	1.870	1.880	1.540	1.700	2.310	2.850
Trskrv 20/33	11.280	13.860	12.950	13.550	9.970	9.140	8.240	5.420	6.970	5.820	7.150	8.770	10.450
Wilson River I - 24/40	10.250	8.570	9.810	9.760	8.530	8.730	7.800	6.370	6.340	5.210	6.470	6.180	8.370
Wilson River II - 24/46	18.910	37.770	19.270	18.780	17.170	37.880	20.300	14.470	11.010	30.890	15.160	15.260	16.120
Whim 15/25	36.050	35.490	35.840	37.450	31.420	34.560	30.110	22.420	20.620	20.380	32.590	28.210	31.620
SoFork 5/7	10.760	12.750	12.300	12.730	9.410	9.070	7.530	4.850	6.500	6.270	6.360	6.550	9.770
SoFork 5/7	0.314	0.288	0.957	0.289	0.286	0.266	0.266	0.202	0.181	0.168	0.195	0.251	0.272
<b>System Total</b>	<b>111.064</b>	<b>133.508</b>	<b>115.147</b>	<b>118.519</b>	<b>97.706</b>	<b>120.186</b>	<b>91.166</b>	<b>67.022</b>	<b>65.891</b>	<b>80.868</b>	<b>81.385</b>	<b>83.901</b>	<b>104.312</b>



**Tillamook PUD Monthly Substation Usage 2011  
(In Megawatts)**

**January 29, 2012**

[illegible]

### Calculations by David Mast



Tillamook Revitalization Association  
2003 2<sup>nd</sup> Street  
Tillamook OR 97141

(503) 842-9797 (Office)  
(503) 812-2209 (Alt.)

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January 31, 2012

To: the Tillamook City Council  
Reg. Quarterly Report for October-December 2011

Councilors:

The Tillamook Revitalization Association continues to work for the betterment of the City of Tillamook in the following areas.

**TRA Downtown Promotion/Activities:**

- Halloween
  - ❖ Organized and advertised Downtown Halloween Trick or Treat, held October 28. The turnout was estimated at 1,300 kids not including parents, grandparents and other adults.
- Christmas
  - ❖ In addition to the annual Santa Visit the day after Thanksgiving. A second visit by Santa was organized December 10. Performances by the THS band ensemble, the Tillamook Methodist church Chime Choir, and the CRC Teen vocal and instrumental group were highlights throughout December. Activities included two, day long free gingerbread cookie decorating sessions and a free "Reclamation" day where people brought their old jewelry and transformed it into something new under the guidance of reclamation artist, Elisha Sievers.

**TRA Board Activities/items of interest:**

1. TRA continues to meet with Pourtables to explore starting a semi-monthly, downtown themed festival.
2. Input on options for expanding the Farmers' Market were shared with the two FM representatives

3. At the December 6 TRA meeting, Ken Phillips, PUD board member, encouraged the TRA to apply for a 2012 Community Support Grant on behalf of the Farmers' Market since the FM itself is not eligible this year. Suggestions/tips on ways to put together a project request and securing this grant were discussed, and a commitment was made by the TRA to do so.

**Second Street Public Market status:**

1. The market finished 2011 in the black.
2. The market reached 105% capacity (We carved out an extra space in an area where there was not one in the past.)
3. Divine Burger was sold the end of December and is set to reopen February 6 with the same menu plus a couple of additions.
4. The Full Circle Coffee Shoppe is open, replacing the coffee shop that closed.
5. The market continues to employ a 15 hour per week clerk.
6. The market was host to a retirement party and a wedding this quarter.
7. Staff and volunteers got together for a "Spruce Up" day and painted and/or touched up paint and did deep cleaning. Thank you to Joe Martin for his donation of some much appreciated paint.
8. We continue to work with the OLCC for a limited on-premises license.
9. The market currently has no one to coordinate Friday night entertainment. As of the writing of this report, steps have been taken to contract with a person to help with funding so we can actually pay our musicians, giving them an incentive to play.
10. We continue to have locals and visitors alike come in on a regular basis to entertain during the week. This is always fun and we have not had to "pull" anyone off the stage to-date.
11. The market bartered with a shopkeeper for a new website. Will be up and running by next report.
12. A current list of shops is enclosed in this report.

**Tillamook Farmers' Market:**

1. The market is ended for the 2011 season, and plans for next year are already underway.

Respectfully submitted,  
Chris Kell  
Administrative Assistant

	<b>Tillamook Revitalization Association</b>		
	2st Quarter Financial Report (October-December 2011)		
<b>INCOME</b>			
<b>DATE</b>	<b>VENDOR</b>	<b>LINE ITEM</b>	<b>AMOUNT</b>
		<b>TOTAL</b>	<b>\$00.00</b>
<b>EXPENSES</b>			
<b>DATE</b>	<b>VENDOR</b>	<b>LINE ITEM</b>	<b>AMOUNT</b>
10/26/11	Workforce Consolidation team	Wages/Temp agency fees	\$756.00
10/26/11	Economic Development Council	Membership Dues	\$31.25
12/14/11	Workforce Consolidation team	Wages/Temp agency fees	\$661.50
1/17/12	Tillamook County Shopper	Christmas season ads	\$33.00
1/19/19	Wave Internet Services	2010 Tax Preparation	\$33.00
		<b>TOTAL</b>	<b>\$1,514.75</b>



Our shops are:

1. Full Circle Coffee Shoppe \* (espresso, tea, gluten free snacks, bagel and other assorted sandwiches, soups & other lunch items)
2. Divine Burger Bistro \* (burgers, salads, soups, specials)
3. Tillamook Design (Web page design & Screen printing)
4. Get the Scoop Ice Cream Parlor & Soda Fountain \* (Vintage Ice Cream & Soda Fountain menu, homemade waffles, desserts & breads)
5. Penny Lane Name Brands (quality used clothing)
6. Placita Olvera (clothing, jewelry, shoes, linens)
7. Lance's Farm Vittles (grass feed meats)
8. McRae & Sons Handcrafted Furniture \* (beds, end tables, cutting boards)
9. Miller's Glassworks (functional stained and fused glass items)
10. Random by Design \* (Tie dye clothing, plants, pink sea salt & gift items)
11. Second Street Mercantile (local products)
12. Tapestry Rose Yarn Annex & Sweet Shoppe \* (yarn, candy, Gifts)
13. The Local Dog House \* (wiener wraps, breakfast sandwiches, biscuits and gravy)
14. Findings (Handcrafted Jewelry & works of art)

Plus 18 active consignment clients

\*Renting two spaces

# Accounts Payable Computer Check Proof List



User: adm  
Printed: 02/02/2012 - 9:21 AM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4934 11-1501	A Affordable Carpet Cleaning S City Hall janitorial services, Jan 2012 Check Total:	420.00 420.00	02/06/2012	Check Sequence: 1 010-10-53240	ACH Enabled: No
Vendor:4387 3631	All Starr Signs 20 Public Works truck door signs Check Total:	180.00 180.00	02/06/2012	Check Sequence: 2 021-03-53252	ACH Enabled: No
Vendor:0984 12-13 dues	American Water Works Assoc. AWWA dues #00062227-Sullivan Check Total:	339.00 339.00	02/06/2012	Check Sequence: 3 021-02-53080	ACH Enabled: No
Vendor:4671 1351.00-02	Anderson Geological Shop site remediation&assess 1/1-1/27/12 Check Total:	7,715.00 7,715.00	02/06/2012	Check Sequence: 4 021-06-53060	ACH Enabled: No
Vendor:4958 MSC-12-0004	Architecreation, Inc. Wood fibre safety surfacing&install-Gdsp Check Total:	4,990.00 4,990.00	02/06/2012	Check Sequence: 5 020-20-54060	ACH Enabled: No
Vendor:0041 011865	Bell's Office Machines (3) 24x36 copies-WWTP Check Total:	6.00 6.00	02/06/2012	Check Sequence: 6 022-22-53270	ACH Enabled: No
Vendor:4457 1.14.12	Boardman Building Maintenance PD carpet cleaning-525 sq ft- 1/14/12 Check Total:	143.75 143.75	02/06/2012	Check Sequence: 7 010-07-53200	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0028	Boyd's Implement Service, LLC			Check Sequence: 8	ACH Enabled: No
12-52558	Work on Street sprayer(de-icer)	180.00	02/06/2012	020-20-53210	
12-52758	Work on Wtr Div Army truck, battery	1,246.64	02/06/2012	021-03-53252	
12-52768	Service on lawn mower-St Div	183.00	02/06/2012	020-20-53350	
12-52771	Work on conveyor for back of Army truck	750.00	02/06/2012	021-03-53252	
12-52817	Maintenance-F800 Dump truck-St Div	624.25	02/06/2012	020-20-53210	
12-52844	Bleed motor on vactor truck-WWTP	30.00	02/06/2012	022-22-53250	
12-52893	Work on sweeper gutter disc(right side)	320.00	02/06/2012	020-20-53210	
12-52935	Maint/repair-Case Backhoe-St Div	1,217.10	02/06/2012	020-20-53210	
	Check Total:	4,550.99			
Vendor:4478	CenturyLink Communications, In			Check Sequence: 9	ACH Enabled: No
Jan '12 Stmt-1	#313702676(503-842-4155) WWTP	213.44	02/06/2012	022-22-53420	
Jan '12 Stmt-2	#313245010(503-842-7706) 12th St Lift St	44.77	02/06/2012	022-22-53420	
Jan '12 Stmt-3	#314146376(503-842-3060) Filter Plant	178.65	02/06/2012	021-01-53420	
Jan '12 Stmt-4	#313327154(503-842-0576) Water Div	5.68	02/06/2012	021-01-53420	
Jan '12 Stmt-5	#313364492(503-842-2091) Swr Lift Statio	42.31	02/06/2012	022-22-53420	
Jan '12 Stmt-6	#313436814(503-842-2578) Swr Lift St	42.31	02/06/2012	022-22-53420	
	Check Total:	527.16			
Vendor:4478	CenturyLink Communications, In			Check Sequence: 10	ACH Enabled: No
Jan '12 Long Di	842-4155 Long Dist Jan '12 #320019512	1.30	02/06/2012	022-22-53420	
	Check Total:	1.30			
Vendor:4262	Charter Communications			Check Sequence: 11	ACH Enabled: No
1.25.12	503-815-8217, 2/5-3/4/12	145.37	02/06/2012	010-01-53050	
1.25.12-1	503-842-4302 & 842-8839, 2/5-3/4/12	44.50	02/06/2012	021-01-53420	
	Check Total:	189.87			
Vendor:0102	City Sanitary Service			Check Sequence: 12	ACH Enabled: No
Jan '12 Stmt-1	WWTP garbage, Acct 05048, Jan '12	167.35	02/06/2012	022-22-53210	
Jan '12 Stmt-2	17 City Garbage cans, Acct 04498, Jan '12	268.60	02/06/2012	070-70-53370	
Jan '12 Stmt-3	Police Garbage, Acct 04248, Jan '12	45.60	02/06/2012	010-07-53200	
	Check Total:	481.55			
Vendor:4956	Coast Range Road Construction,			Check Sequence: 13	ACH Enabled: No
3050	Road work & culvert install-road to lake	1,980.00	02/06/2012	021-06-53020	
3050A	Rocking road to Skookum Lake	1,500.00	02/06/2012	021-06-53020	
	Check Total:	3,480.00			



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4403 47480-21	Columbia Cascade Company Pipeline playground structure-Goodspeed Check Total:	25,000.00 25,000.00	02/06/2012	Check Sequence: 14 020-20-54060	ACH Enabled: No
Vendor:4795 MARIO-002608	Covanta Marion, Inc. Dispose confidential /archives 1.5 ton Check Total:	226.50 226.50	02/06/2012	Check Sequence: 15 010-07-53350	ACH Enabled: No
Vendor:4892 Jan 2012	Cheryl Davy Council stipend Jan 17, 2012 Check Total:	25.00 25.00	02/06/2012	Check Sequence: 16 010-01-53415	ACH Enabled: No
Vendor:4514 87296 87300 87727 87729	EC Electrical Construction Co. Troubleshoot boiler/electrical-WWTP 2207 N Main-replace bad control panel Reconnect alarm float wiring 1855 N Main Replace pump&floats-2200 Wilson Rv Lp Check Total:	472.46 272.62 89.91 147.72 982.71	02/06/2012 02/06/2012 02/06/2012 02/06/2012	Check Sequence: 17 022-22-53210 022-22-53470 022-22-53470 022-22-53470	ACH Enabled: No
Vendor:4347 S391586	Fluid Connector Products, Inc. Rubber hose & connectors-WWTP Check Total:	116.61 116.61	02/06/2012	Check Sequence: 18 022-22-53230	ACH Enabled: No
Vendor:4752 Jan 2012	Steve Forster Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 19 010-01-53415	ACH Enabled: No
Vendor:6038 Jan 2012	Matthew Harris Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 20 010-01-53415	ACH Enabled: No
Vendor:4378 Jan 2012	Doug Henson Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 21 010-01-53415	ACH Enabled: No
Vendor:4942 POR11120104 POR11120106	IKON Office Solutions, Inc. WWTP legal-document processing WWTP legal-document processing	5,600.69 6,200.00	02/06/2012 02/06/2012	Check Sequence: 22 022-22-53370 022-22-53370	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	11,800.69			
Vendor:4182 14889	John H. Tuthill, Atty Fawcett Crk Proj legal-Dec 2011 Check Total:	49.50 49.50	02/06/2012	Check Sequence: 23 021-06-55065	ACH Enabled: No
Vendor:4393 78860 80127	Jordan Ramis, PC, Attys at Law WWTP legal 11/16 to 12/15/11 WWTP legal 12/16/11 to 1/15/12 Check Total:	28,570.69 48,254.69 76,825.38	02/06/2012 02/06/2012	Check Sequence: 24 022-22-53370 022-22-53370	ACH Enabled: No
Vendor:0241 10142 10161 10175 10225 10260 10288 10326 10400 10423 10446 11472	Kimmel's Hardwares & Houseware Lock for N Main Safeway 2 Flashlights & batteries-Wtr shop Gallon hand soap-Wtr plant Duck tape, glo lime tape-Wtr plant Tote boxes for Christmas lights 2 lag bolts-Wtr shop Batteries,cord coupler,modular jack-Wtr 1 plastic drum auger-St Div Fuses,copper terminal,shrink tubing #219 Bottled water & cups-Wtr plant Fittings-Wtr plant Check Total:	9.49 55.50 9.99 8.78 39.96 5.58 22.26 24.99 18.93 17.67 79.81 292.96	02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012	Check Sequence: 25 020-20-53200 021-02-53250 021-04-53250 021-04-53250 070-70-53380 021-02-53250 021-02-53250 020-20-53200 021-03-53252 021-04-53250 021-04-53200	ACH Enabled: No
Vendor:4497 532010	Les Schwab Warehouse Center Flat repair #2110-Lyda Check Total:	15.70 15.70	02/06/2012	Check Sequence: 26 021-03-53252	ACH Enabled: No
Vendor:4472 CL76760 CL76760 CL76760	Marc Nelson Oil Products 01-0006091, Wtr fuel, 1/1 - 1/15/12 01-0006091, WWTP fuel, 1/1 - 1/15/12 01-0006091, Street fuel, 1/1 - 1/15/12 Check Total:	905.48 262.79 476.49 1,644.76	02/06/2012 02/06/2012 02/06/2012	Check Sequence: 27 021-03-53140 022-22-53140 020-20-53140	ACH Enabled: No
Vendor:0958 Jan 2012	Joseph Martin Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 28 010-01-53415	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4440 (Draft) 10000	Mary Veek-Kendrick Wastewater janitorial, January 2012 Police Janitorial, January 2012 Check Total:	400.00 250.00 650.00	02/06/2012 02/06/2012	Check Sequence: 29 022-22-53210 010-07-53200	ACH Enabled: No
Vendor:0878 0046507	Mechtronics 2000 F150-#211 serviced/repaired Check Total:	1,043.23 1,043.23	02/06/2012	Check Sequence: 30 021-03-53252	ACH Enabled: No
Vendor:4957 85374	Moore, Henderson & Thomas, Inc Justin Grafton deposition/recorder-WWTP Check Total:	560.00 560.00	02/06/2012	Check Sequence: 31 022-22-53370	ACH Enabled: No
Vendor:4041 28215	Northstar Chemical, Inc. 10101.6 lbs bulk sodium bisulfite-WWTP Check Total:	4,181.66 4,181.66	02/06/2012	Check Sequence: 32 022-22-53040	ACH Enabled: No
Vendor:6003 157744 157867 158036	Oce Imagistics Copies W2522-PD, 12/18 to 1/18/12 Copies W3522-Front, 12/18 to 1/18/12 Copies WZB45-CR, 12/18 to 1/18/12 Check Total:	78.80 211.11 7.54 297.45	02/06/2012 02/06/2012 02/06/2012	Check Sequence: 33 010-10-53240 010-10-53240 010-10-53240	ACH Enabled: No
Vendor:4593 595581611001 595581611001	Office Depot CD envelopes CD envelopes Check Total:	4.02 2.00 6.02	02/06/2012 02/06/2012	Check Sequence: 34 010-03-53270 010-05-53270	ACH Enabled: No
Vendor:4081 032445 085133 099917 162097 262843	OfficeMax Incorporated L shaped document frame-Muni window Highlighters,paper,sheet protectors-PD (2) 4 drawer locking file cabinets-PD Bus Cards,Ink Ctgs(MT),labels,clips Tape disp.shipping tape,sht protectrs,et Check Total:	9.50 122.91 474.92 56.64 31.97 695.94	02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012	Check Sequence: 35 010-04-53270 010-07-53270 010-07-53270 010-03-53270 010-03-53270	ACH Enabled: No
Vendor:0352 20120118	OR Assoc Chiefs of Police Standard&Assoc. POST tests,exam manual	106.00	02/06/2012	Check Sequence: 36 010-07-53350	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	106.00			
Vendor:0345 12.31.11	OR Dept of Employment BA Thomas-unemployment Oct/Dec '11 Check Total:	52.82 52.82	02/06/2012	Check Sequence: 37 021-02-52080	ACH Enabled: No
Vendor:0336 Jan '12 Jan 2012	OR Dept of Revenue UA Assessment, Jan 2012 LEMLA Assessment, Jan 2012 Check Total:	413.00 13.00 426.00	02/06/2012 02/06/2012	Check Sequence: 38 010-00-41110 010-00-41080	ACH Enabled: No
Vendor:4947 092955 1	Pacific Office Automation Service call-Yuriy's printer, 11/10/11 Check Total:	120.00 120.00	02/06/2012	Check Sequence: 39 021-02-53270	ACH Enabled: No
Vendor:5024 1.24.12 1.26.12 10.3.11 11.17.11 12.27.11 12.31.11	Petty Cash - PD-Maria Grzelak Reimb-lunch/training/Lyda Reimb coffee for City Hall breakroom Reimb fuse for sweeper battery Plates & napkins-Bernie's retirement Reimb coffee for City Hall breakroom Reimb 48pk AA batteries-City Hall Check Total:	10.00 7.49 3.99 8.97 7.49 11.99 49.93	02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012	Check Sequence: 40 021-02-53070 010-10-53230 020-20-53210 010-01-53410 010-10-53230 010-10-53230	ACH Enabled: No
Vendor:4688 50529429-Jan 12	Protection One Alarm Monitorin Security Service 2/17 to 3/16/12 Check Total:	54.95 54.95	02/06/2012	Check Sequence: 41 010-07-53240	ACH Enabled: No
Vendor:4061 0049738-IN	Pumptech, Inc. Service call-NPW GRUNDFOS pump#2-WWTP Check Total:	840.00 840.00	02/06/2012	Check Sequence: 42 022-22-53210	ACH Enabled: No
Vendor:4639 9485993 9485993 9485993 9485993 9485993 9485993	Quill Corporation Portion of paper Portion of paper Portion of paper Portion of paper Duracell D batteries 8pk-City Hall Portion of paper	3.18 24.77 31.74 8.05 9.63 4.32	02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012 02/06/2012	Check Sequence: 43 010-04-53270 010-03-53270 010-01-53270 021-02-53270 010-10-53230 010-05-53270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	81.69			
Vendor:4925 2415	R Brown Consulting Group, LLC WWTP litigation consult, Dec 2011 Check Total:	22,826.00 22,826.00	02/06/2012	Check Sequence: 44 022-22-53370	ACH Enabled: No
Vendor:4391 Feb 2012	Robert W. Riggert Property Purchase Pmt#76/2302 3rd St Check Total:	2,108.00 2,108.00	02/06/2012	Check Sequence: 45 010-07-54050	ACH Enabled: No
Vendor:0407	Rosenberg Builder's Supply Inc			Check Sequence: 46	ACH Enabled: No
1112-811782	Swiss army knife,spring snaps,gloves,etc	53.20	02/06/2012	022-22-53230	
1112-812344	2-Hinges,sash lock,flashlight,drill bit	23.45	02/06/2012	022-22-53230	
1112-812488	Screws,2 sash locks-WWTP	9.48	02/06/2012	022-22-53230	
1112-812706	Concrete-raise manhole 6th&Cottonwood	22.32	02/06/2012	020-20-53230	
1112-813266	Cable ties-WWTP	24.97	02/06/2012	022-22-53230	
1112-813718	4 totes for Christmas lights	63.96	02/06/2012	070-70-53380	
1201-815051	PVC Coupler,elbow&adapter-WWTP	10.07	02/06/2012	022-22-53230	
1201-815059	PVC fittings & pipe cutter-WWTP	25.05	02/06/2012	022-22-53230	
1201-815376	Tarp & screw eyes-June Dairy signs	12.48	02/06/2012	020-20-53230	
1201-815533	Fittings-WWTP	16.61	02/06/2012	022-22-53230	
1201-816166	10' indoor & 50' outdoor ext cords-WWTP	32.48	02/06/2012	022-22-53230	
1201-816681	Ball valves(2) & fittings-WWTP	26.92	02/06/2012	022-22-53230	
1201-816685	Milkhouse heater,5 plastic buckets-WWTP	29.94	02/06/2012	022-22-53230	
1201-816724	Pipe thread compound,fittings-WWTP	10.14	02/06/2012	022-22-53230	
1201-817810	Hole saw, fittings, duct tape, etc-WWTP	47.67	02/06/2012	022-22-53230	
1201-818171	Fluorescent bulbs-Goodspeed Pk	9.49	02/06/2012	020-20-53350	
1201-818361	6 Scotchbrite scrub pads-WWTP	8.94	02/06/2012	022-22-53230	
1201-818483	4 Barricade caution yellow tape-St Div	35.96	02/06/2012	020-20-53230	
1201-818705	Hose bibbs,bushings,tee-WWTP	28.54	02/06/2012	022-22-53230	
1201-819024	Fittings-WWTP	12.35	02/06/2012	022-22-53230	
1201-820057	10' indoor extension cord-WWTP	5.49	02/06/2012	022-22-53230	
1201-821374	Krazy Glue-St Div	2.49	02/06/2012	020-20-53230	
1201-821475	(6) hex bolts & lock washers-WWTP	14.28	02/06/2012	022-22-53230	
1201-821986	Galv nipple, cable ties-WWTP	15.57	02/06/2012	022-22-53230	
1201-822206	Lag bolts, corner braces-WWTP	36.26	02/06/2012	022-22-53230	
1201-822403	Dewalt 18V battery pack,60w bulbs-St Div	93.59	02/06/2012	020-20-53200	
1201-822686	Heavy duty cable ties-WWTP	25.96	02/06/2012	022-22-53230	
1201-822738	(2)super strength pkg tape-St Div	12.98	02/06/2012	020-20-53230	
1201-822801	Wing-gard wire nuts(2 bxs)-WWTP	21.48	02/06/2012	022-22-53230	
1201-823868	4x4-replace 6th St stop sign post	14.87	02/06/2012	020-20-53340	
1201-823875	(4)Green marking paint,cable ties-WWTP	32.95	02/06/2012	022-22-53230	
1201-823951	(3) 4x4s-Stop sign posts-St Div	44.62	02/06/2012	020-20-53340	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1201-824170	20'poly rope,stainls chain,20'steel cble	57.11	02/06/2012	022-22-53230	
1201-824379	(3)Repair epoxy-WWTP	11.97	02/06/2012	022-22-53230	
1201-824668	Sq u bolts,water meter shut-off key-WWTP	14.07	02/06/2012	022-22-53230	
1201-824676	Cedar fencing-St Div signs	13.74	02/06/2012	020-20-53230	
1201-824872	(5)concrete mix-St Div signs	14.45	02/06/2012	020-20-53340	
	Check Total:	935.90			
Vendor:4871 027566828	Safeguard Business Systems 1000 tan Accounts Payable checks Check Total:	183.46 183.46	02/06/2012	Check Sequence: 47 010-03-53270	ACH Enabled: No
Vendor:0433 2143151-010312	Safeway, Inc FEMA & Hoquarton workshop-food Check Total:	28.04 28.04	02/06/2012	Check Sequence: 48 010-01-53410	ACH Enabled: No
Vendor:4728 Jan 2012	John Sandusky Council stipend Jan 3 & 17, 2012 Check Total:	50.00 50.00	02/06/2012	Check Sequence: 49 010-01-53415	ACH Enabled: No
Vendor:4462 8059	Scotty's Electric, Inc. New Gorman Rupp pump 2.7HP-Fred Meyer Check Total:	4,000.00 4,000.00	02/06/2012	Check Sequence: 50 022-22-53470	ACH Enabled: No
Vendor:4819 1.20.12	Tillamook Animal Shelter, Inc. Animal Shelter, 11/10/11 to 1/5/12 Check Total:	250.00 250.00	02/06/2012	Check Sequence: 51 010-07-53710	ACH Enabled: No
Vendor:0526 9574	Tillamook Chamber of Commerce (14) 2012 Chamber banquet tickets Check Total:	525.00 525.00	02/06/2012	Check Sequence: 52 010-01-53360	ACH Enabled: No
Vendor:0526 Jan 2012	Tillamook Chamber of Commerce 10% TRT received Jan 2012 Check Total:	496.24 496.24	02/06/2012	Check Sequence: 53 070-00-41230	ACH Enabled: No
Vendor:4341 0112121565	Tillamook Co. Public Works Striping for Tillamook City	627.28	02/06/2012	Check Sequence: 54 020-20-53340	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	627.28			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 55	ACH Enabled: No
Dec '11 Stmt	Portion County Phone Bill Dec '11	69.82	02/06/2012	010-07-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	20.29	02/06/2012	021-01-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	41.52	02/06/2012	010-03-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	20.29	02/06/2012	010-04-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	20.29	02/06/2012	010-05-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	8.25	02/06/2012	022-22-53420	
Dec '11 Stmt	Portion County Phone Bill Dec '11	8.25	02/06/2012	020-20-53420	
	Check Total:	188.71			
Vendor:0525	Tillamook Co. Treasurer			Check Sequence: 56	ACH Enabled: No
Jan '12	LEMLA Assessment, Jan 2012	191.96	02/06/2012	010-00-41090	
	Check Total:	191.96			
Vendor:0505	Tillamook Motor Company			Check Sequence: 57	ACH Enabled: No
83987	Econoline-Reseal rear upper stop light	32.26	02/06/2012	010-07-53250	
84110	E227839-Lube,oil,filter,tune-up - PD	273.01	02/06/2012	010-07-53250	
84283	E241035-Power door lock repair - PD	26.67	02/06/2012	010-07-53250	
84444	Tahoe-lube, oil, filter-PD	42.95	02/06/2012	010-07-53250	
	Check Total:	374.89			
Vendor:0506	Tillamook Pharmacy			Check Sequence: 58	ACH Enabled: No
749535	Ibuprofen 250 ct - PD	9.79	02/06/2012	010-07-53270	
	Check Total:	9.79			
Vendor:0510	Tillamook PUD			Check Sequence: 59	ACH Enabled: No
Jan '12 Stmt-1	12874-512, 3497 Kephart Rd Wtr Dept	40.00	02/06/2012	021-05-58110	
Jan '12 Stmt-10	19915-515, Lift Station Front Street	61.52	02/06/2012	022-22-53430	
Jan '12 Stmt-11	74209-515, City Lights	2,601.00	02/06/2012	020-20-53430	
Jan '12 Stmt-12	20215-515, 108 Birch	117.58	02/06/2012	020-20-53430	
Jan '12 Stmt-13	20216-515, 108 Birch	27.09	02/06/2012	020-20-53430	
Jan '12 Stmt-14	20217-515, 116 Birch-Warehouse	37.26	02/06/2012	021-02-53240	
Jan '12 Stmt-15	20218-515, 116 Birch-Warehouse	52.57	02/06/2012	021-02-53240	
Jan '12 Stmt-16	20274-515, 4th & Main-Traffic Lights	43.79	02/06/2012	020-20-53430	
Jan '12 Stmt-17	20304-515, 3rd & Main-Signals	32.57	02/06/2012	020-20-53430	
Jan '12 Stmt-18	20306-515, 3rd & Pacific Signals	30.39	02/06/2012	020-20-53430	
Jan '12 Stmt-19	20414-515, 210 Laurel Ave, City Hall	646.70	02/06/2012	010-10-53430	
Jan '12 Stmt-2	15557-508, Lift Station 12th & Laurel	470.39	02/06/2012	022-22-53430	
Jan '12 Stmt-20	20415-515, 210 Laurel Ave, City Hall	598.52	02/06/2012	010-10-53430	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Jan '12 Stmt-21	20432-515, 1st & Main Avenue	46.30	02/06/2012	020-20-53430	
Jan '12 Stmt-22	35062-515, Marine Park Front Street	23.13	02/06/2012	020-20-53430	
Jan '12 Stmt-23	35427-509, Brookfield Rd Lift Station	96.76	02/06/2012	022-22-53430	
Jan '12 Stmt-24	53747-501, Wilson Rv Lp & Hwy 101 N Sgnl	72.50	02/06/2012	020-20-53430	
Jan '12 Stmt-25	74417-510, 2210 1st St, Carlich House	21.71	02/06/2012	020-20-53430	
Jan '12 Stmt-26	65596-510, 2302 3rd St, Police Station	183.62	02/06/2012	010-07-53420	
Jan '12 Stmt-27	75272-515, 204 Laurel, Transit Cntr	219.87	02/06/2012	010-10-53430	
Jan '12 Stmt-28	78075-507, 845 3rd St, WWTP	4,109.96	02/06/2012	022-22-53430	
Jan '12 Stmt-29	6779-401, 7995 Killam Crk Rd	218.60	02/06/2012	021-04-53430	
Jan '12 Stmt-3	16663-510, Restrooms Goodspeed Park	44.19	02/06/2012	020-20-53430	
Jan '12 Stmt-30	85596, 1815 1st, pkg lot	51.09	02/06/2012	020-20-53430	
Jan '12 Stmt-4	16664-510, Goodspeed Park	23.66	02/06/2012	020-20-53430	
Jan '12 Stmt-5	16709-510, 4th & Pacific signals	35.28	02/06/2012	020-20-53430	
Jan '12 Stmt-6	17498-511, Meadow Avenue	37.12	02/06/2012	022-22-53430	
Jan '12 Stmt-7	17975-511, 3610 Alder Lane Well #3	2,224.95	02/06/2012	021-05-58130	
Jan '12 Stmt-8	17990-511, 3809 Alder Lane Well #2	1,092.45	02/06/2012	021-05-58120	
Jan '12 Stmt-9	18512-512, 9th Street Park	25.38	02/06/2012	020-20-53430	
	Check Total:	13,285.95			
Vendor:4619	Tillamook Revitalization Assoc			Check Sequence: 60	ACH Enabled: No
Surcharge 11-12	Surcharge pay out 7/1/11 thru 1/25/12	3,656.25	02/06/2012	010-10-53250	
	Check Total:	3,656.25			
Vendor:4168	Tillamook Sporting Goods, Inc.			Check Sequence: 61	ACH Enabled: No
639346-5055	Rain pants-Cole	49.99	02/06/2012	020-20-53230	
	Check Total:	49.99			
Vendor:0511	Tillamook Tire Service, Inc.			Check Sequence: 62	ACH Enabled: No
J07457	Flat repair - 2011 Ford Ranger	7.50	02/06/2012	020-20-53210	
J07752	Flat repair - St Div backhoe	45.50	02/06/2012	020-20-53210	
	Check Total:	53.00			
Vendor:2051	Timothy M. Dolan			Check Sequence: 63	ACH Enabled: No
12920	Professional Services Month of Jan '12	330.00	02/06/2012	010-04-53060	
	Check Total:	330.00			
Vendor:0485	Traffic Safety Supply Co., Inc			Check Sequence: 64	ACH Enabled: No
952182	6 City Property signs 24x36-Safeway site	282.85	02/06/2012	010-07-53350	
	Check Total:	282.85			



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4534 42141630 42241000	Uline 50 boxes for Archive record destruction 24" polytubing dispenser-PD Check Total:	207.45 35.06 242.51	02/06/2012 02/06/2012	Check Sequence: 65 010-03-53270 010-07-53270	ACH Enabled: No
Vendor:1065 568895 576436	USA Bluebook PVC strainer for sampling hose-WWTP Sodium hydroxide for lab testing-WWTP Check Total:	65.84 24.47 90.31	02/06/2012 02/06/2012	Check Sequence: 66 022-22-53230 022-22-53440	ACH Enabled: No
Vendor:4653 339615	Walter E. Nelson Co. (cs-6) Enmotion paper towels-City Hall Check Total:	73.71 73.71	02/06/2012	Check Sequence: 67 010-10-53230	ACH Enabled: No
Vendor:4381 Jan 2012	Suzanne Weber Council stipend Jan 3, 2012 Check Total:	25.00 25.00	02/06/2012	Check Sequence: 68 010-01-53415	ACH Enabled: No
Vendor:4895 12-0032 12-0045	WorkForce Consolidation Team White, Wendy for period 1/9 to 1/15/12 White, Wendy for period 1/16 to 1/22/12 Check Total:	373.75 198.25 572.00	02/06/2012 02/06/2012	Check Sequence: 69 010-03-53060 010-03-53060	ACH Enabled: No
Vendor:0853 1.19.12	Terry Wright Reimb mileage-training in Seaside-Wright Check Total:	55.50 55.50	02/06/2012	Check Sequence: 70 010-07-53140	ACH Enabled: No
Vendor:5047 0161361493	Zee Medical, Inc. Supplies-replenish St Div First Aid kits Check Total:	81.38 81.38	02/06/2012	Check Sequence: 71 020-20-53200	ACH Enabled: No
Vendor:4072 20564	Zwald Transport, Inc Stormline locate, 2 hrs, 1/25/12 Check Total:	390.00 390.00	02/06/2012	Check Sequence: 72 020-20-53240	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	201,353.84			
	Total Number of Checks:	72			